



my career
career management planner

Twenty years from now you will be more disappointed by the things that you didn't do than by the ones you did. So throw off the bowlines. Sail away from the safe harbor. Catch the trade winds in your sails. **Explore. Dream. Discover.**

Mark Twain

My Career A Career Management Planner

Career development is a life-long and dynamic process, unique to each individual and incorporates study, traineeships, volunteering roles, paid work and life experiences. Most individuals now change careers several times throughout their life. They may work in various combinations of paid employment and usually commit to lifelong learning.

We recognise that good career managers are well-positioned to take advantage of growth and advancement opportunities and invite you to use this career management planner to:

- Reflect on your aspirations, values, skills and preferences,
- Connect to opportunities for new learning and work; and
- Grow to realise your career goals and aspirations.

The planner will help you collect and consolidate the information you need to make the best decisions about your career journey.

Implementing a career plan involves:

- reflecting upon your current career situation;
- identifying some desired career options;
- working out the steps to get there (e.g. upskilling and marketing yourself);
- committing to taking these steps within specific timeframes;
- celebrating taking each step; and
- accepting setbacks are possible, but staying focused on your achievements and being well-positioned to take advantage of growth and advancement opportunities.

Making a plan is simple, but actually taking the action to make your plan happen is key. Your commitment to want to improve your career prospects is essential because without it, nothing will happen. Others can help you, but you are the master of your career and ultimately it's in your hands! Put yourself in the driver's seat.

Using this Guide

- List as much information as you can against the areas for reflection. These should be revisited regularly as they may change over the course of your career. Exploring these areas helps you discover the direction you may wish to pursue.
- Consider the roles and career pathways that interest you at your current job and further abroad.
- Consider the skills, knowledge and capabilities required of these roles.
- Consider appropriate training and development options that support you achieving these roles.
- In addition to your development needs, focus on your strengths, your motivation, achievements and enthusiasm. Give yourself a chance to bring real success to your work.
- Plan a career conversation with your Supervisor/Manager. Career conversations can and should occur informally, you don't need to wait for a formal performance review. Your supervisor has a key role to play in providing opportunities for career conversations for staff, and actively supporting career development.
- Valuable career conversations often taking place in a mentoring relationship. If you don't have a mentor, have a look around and find someone who you think you could talk your ideas through with. This can be external or internal to your workplace.
- Draw on your career management planner to communicate your goals for development, movement or advancement.
- Take the steps you've outlined in your planner by the timeframes you've given them and using the assets you've identified. When you complete each one, mark them off and celebrate your progress!
- Reflect upon your career situation on a regular basis to see how you're tracking, and adjust your career management planner accordingly.

Challenges

As an Aboriginal and Torres Strait Islander person you belong to an Aboriginal and Torres Strait Islander community and family. You are a unique individual and part of the oldest remaining group of human civilisation on the planet. This is a genuine source of pride that you can use positively to provide a platform to build a great career.

The idea of lifetime employment and job security is disappearing and there is more competition for roles and positions. Government, business and community workplaces face constant change. For many Aboriginal and Torres Strait Islander peoples a background of disadvantage is a very real thing and many are drawn to contribute to public, private and philanthropic sector areas working to address disadvantage. Your

passion may be to dedicate a career to this. You could also work on something you're passionate about as the owner of your own business. The opportunities to work in a mainstream organisation are limitless.

Broader work experience can help to develop perspective, build competencies and skills, and expand your networks. They can serve to make you a more productive, well-rounded and valuable employee.

What's critical is that you decide what you want to make of your career. Taking control of managing your career will help you become a productive and valuable employee, employer or business owner in any workplace.

Now, let's Reflect.



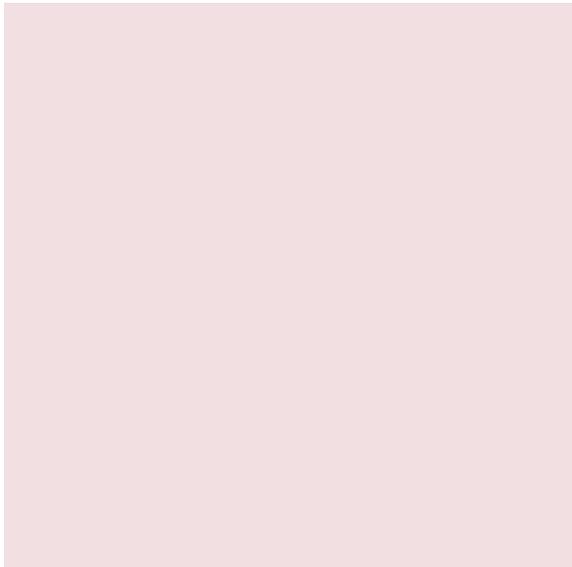
interests
aspirations

Reflect

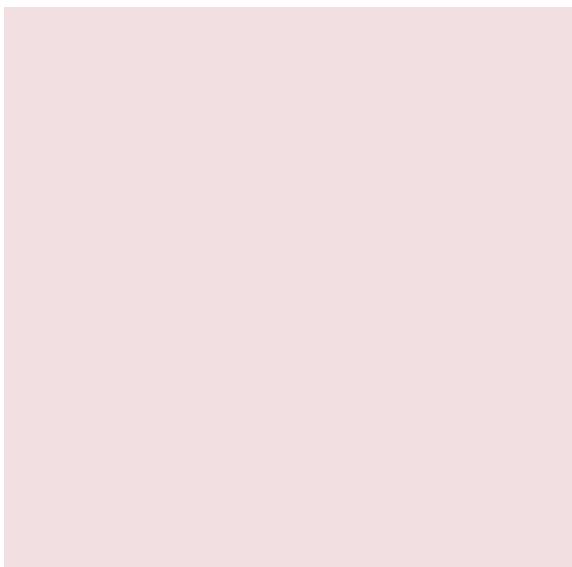
My interests

List your interests.

What do you enjoy and like to spend time doing?



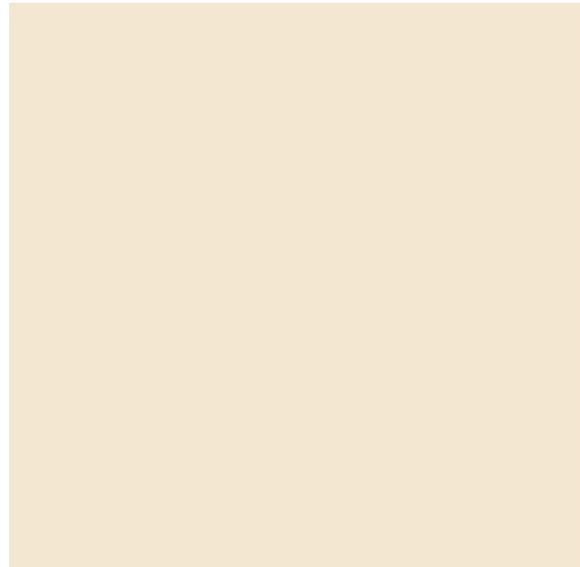
What are the things that you would like to spend more time doing in the future?



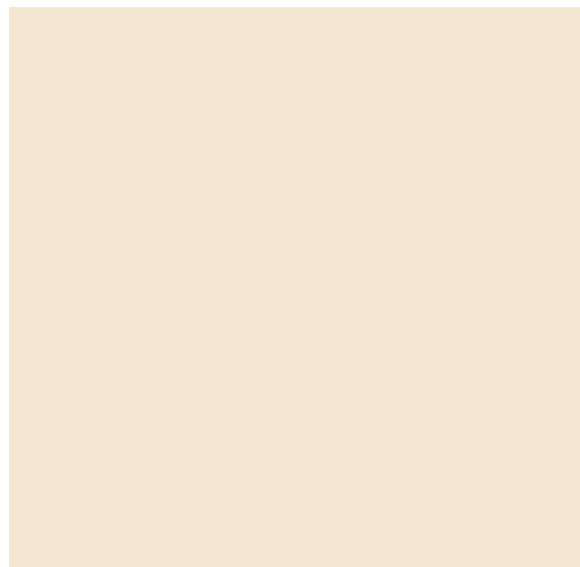
My dream job and aspirations

Understanding your dream job can provide a vision for your career pathway to reach your goals.

What role/s do you aspire to?



Where would you like to work?

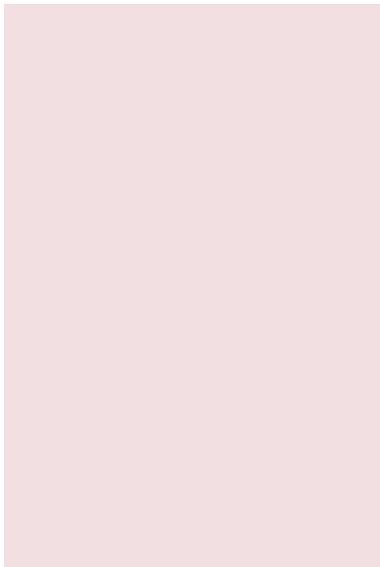


Listing Capabilities

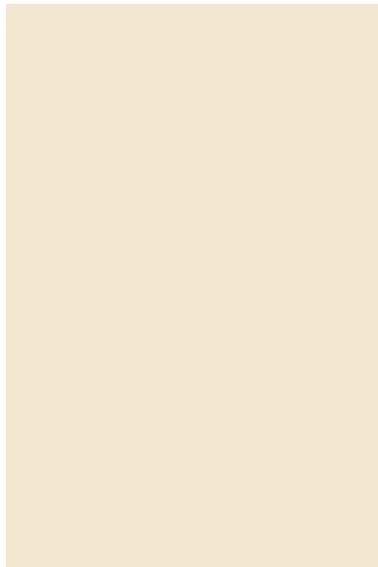
Capability refers to knowledge, skills and behaviours.

- Knowledge is what a person needs to know to do their work.
- Skills are what a person needs to be able to do.
- Behaviours describe a way of working.

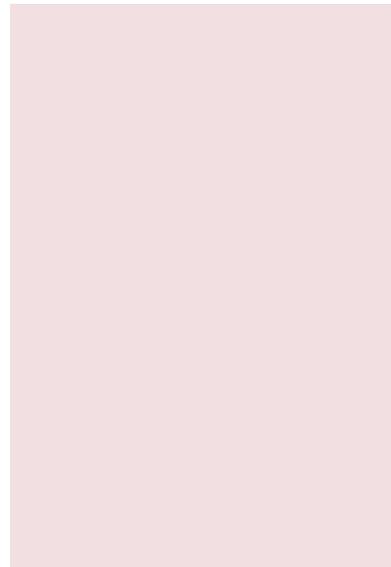
List your current level of knowledge. (what do you know about now?)



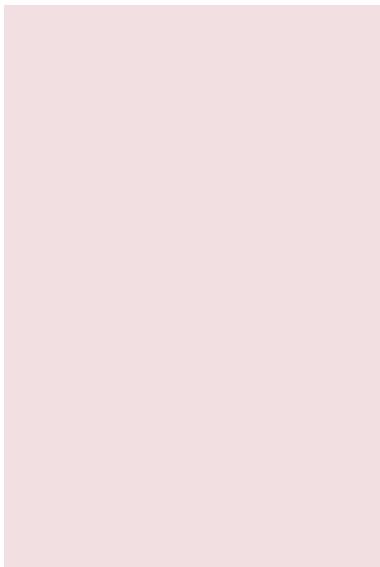
List your current skills (what you can do now?)



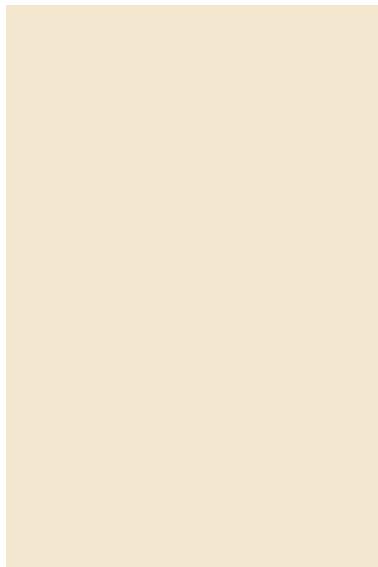
List your observable behaviours (what do others like about the way you work?)



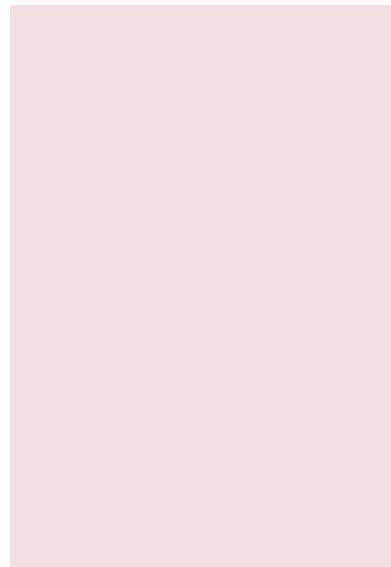
What would you like to learn more about?



List your planned skills (what you would like to learn?)



What other ways of working may be required of future roles?



My Values

Your values are what motivate you to perform any role in your career. They reflect what you consider to be important about your career. The table below lists and describes some career-related values. What are your top ten values?

Value category	Value	Description
Achievement	Ability Use	Using your skills, knowledge and experience.
	Achievement	A sense of satisfaction at undertaking and completing tasks and projects
Conditions	Activity	Work where you are busy all the time
	Independence	Opportunity to work in an individual capacity
	Variety	A range of activities.
	Compensation	Fair terms and conditions of pay, leave, superannuation and other benefits
	Security	Stable long-term employment.
	Working Conditions	Working conditions that suit your personality and preference.
Recognition	Advancement	Having opportunities for personal/career growth.
	Recognition	Being acknowledged and valued for the work you do.
	Authority	Giving directions and instructions to others.
	Status	Work that leads others in your organisation or community to look up to you
Support	Fairness	Being treated fairly by your employer.
	Feedback	Constructive feedback, and supportive supervision and management
	Development	Workforce training and career development
Relationships	Co-workers	Working with people who are friendly, understanding and know their job
	Helping People	Opportunity to provide services and support to others through your work
	Moral Values	Work that allows you to maintain your own sense of right and wrong
	Beliefs	Work that allows you to express your religious or cultural or political beliefs
Independence	Creativity and Innovation	Conceptualising, developing and expressing your own ideas.
	Responsibility	Making independent decisions and taking responsibility for the outcomes
	Autonomy	Planning and implementing your work with little supervision.
	Challenge	Work that allows you to take on challenges and stimulating activities.
	Purpose	Work that provides meaning to your life
Lifestyle	Lifestyle	Not allowing your work to affect the way you want to live
	Work/life Balance	Balancing work and non-work activities
	Family	Being able to participate fully in family life.

My Values

1	6
2	7
3	8
4	9
5	10

A further challenge:

name your **top**
five.

1
2
3
4
5

My Attributes

Attributes are your personal qualities and characteristics. Which attributes best describe you?



What attributes are required of the roles that most interest you?

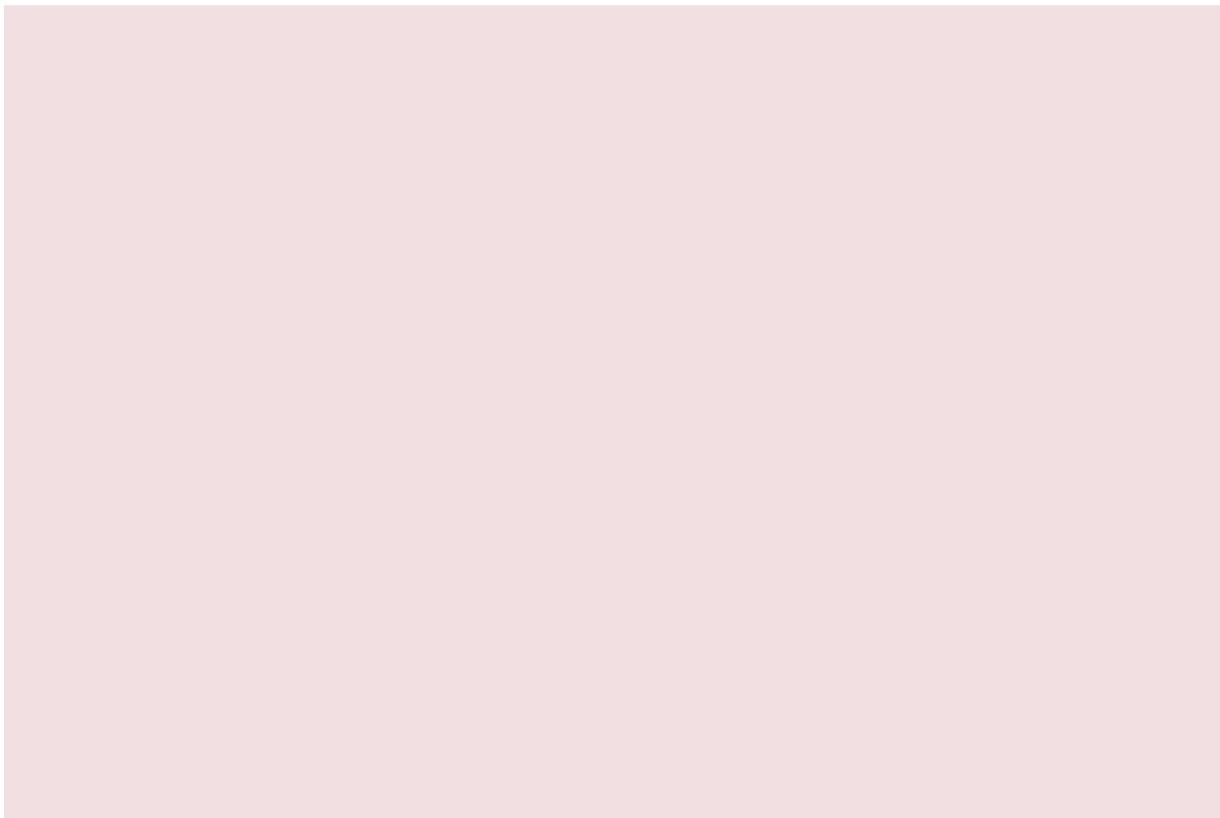
My Work-Life Balance

Some roles might suit your work-life balance needs better than others.

Do you currently maintain a comfortable work-life balance?



Describe your desired work-life balance. What roles might allow you to achieve this?



my career in my hands



My Career in My Hands

Now that now you've reflected on your current and desired career and development, you are now ready to take action to get the development, opportunities and support that will allow you to thrive.

You are encouraged to take charge and confidently navigate your career in the direction you desire. Don't let yourself be overwhelmed by career moves that may seem 'big'. It's a challenge to make a big move all at once, particularly when you need to demonstrate that you have the skills in the new area, however many successfully make the move in two or three steps. Try to change one aspect of your work first, then change another.

How individuals are fast-tracking career goal achievement

As you begin to list and prioritise your goals, consider the following actions that are proving successful for today's best career managers.

- If you haven't already, building a profile on the website LinkedIn.com, the world's largest professional network with 225 million members in over 200 countries and territories around the globe.
- A LinkedIn professional profile allows you access to people, jobs, news, updates, and insights that help you be great at what you do.
- Use it to chart your career, starting with education and following through with work study, internships, volunteerism & paid work.
- Keep a portfolio of work samples, or a list of work achievements.
- Search for people who do what you aspire to and don't just connect – correspond and build relationships.
- Join networked LinkedIn groups relevant to your position (current and future), location, training, skills and interests.
- Add skills to your profile as you work to acquire them.
- Follow sectors, industries and companies you have an interest in.
- There is no need to try to do it all in one day or even one year. Use it proactively as a companion to your development activity and you'll find yourself logged in more and more frequently as it becomes the virtual hub for your career.
- If you haven't already you'll soon find yourself in the shoes of a subject matter expert and go-to person, giving back by being a mentor and maybe even sharing the journey you've been on with other staff.
- Build your own career advisory board out of relationships you build with people you admire.

My Career Vision

Describe the destination that this journey is to take you to. What are you working towards?

My Career Vision

My career goals and actions

Defining your career goals and assigning specific action steps with a set 'achieve by date' will keep you on track.

Goal 1	Goal 3		
Goal 2	Goal 4		
GOAL	PRIORITY ACTION	TIMEFRAME	DONE
			<input type="checkbox"/>

My knowledge, skills and behaviours, goals and actions

What learning goals would you like to achieve?

Goal 1	Goal 3		
Goal 2	Goal 4		
GOAL	PRIORITY ACTION	TIMEFRAME	DONE
			<input type="checkbox"/>

My Career Vision

My personal qualities and characteristics goals and actions

What attributes would you like to develop or acquire to prepare you for future roles?

Goal 1	Goal 3
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Goal 2	Goal 4
--------	--------

GOAL	PRIORITY ACTION	TIMEFRAME	DONE
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My work-life balance goals and actions

What goals and actions would support maintaining your desired work-life balance?

Goal 1	Goal 3
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Goal 2	Goal 4
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GOAL	PRIORITY ACTION	TIMEFRAME	DONE
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My Career Vision

My assets (tangible and intangible)

What resources or support can you access to assist in implementing your career plan? e.g. learning and development information, intranet, mentor, etc.

My career plan thoughts

Use this space to note down information for future referral/action

My bookmarks

Any information, websites, other resources for my career development journey (journal)

Remember

Implementing a career plan successfully involves:

- reflecting upon your current career situation;
- identifying some desired career options
- working out the steps to get there
- committing to taking these steps within assigned timeframes
- celebrating achieving each step; and
- accepting setbacks are possible, but staying focused on your achievements and on being well-positioned to take advantage of growth and advancement opportunities.

Useful Resources

- https://www.mindtools.com/pages/main/newMN_CDV.htm
- My Guide – a personalised, career exploration tool within Myfuture.gov.au with over 360 questions and activities
- My.monster.com/career-planning/pathing.aspx – a tool to help map a desired career pathway
- Your relevant industry body's bulletins and website
- LinkedIn.com – an online networking tool connecting the worlds professionals

Your Positivity Ratio

In any workplace there are constant challenges and workplace pressures that can sometimes get the better of us. If we let them linger and fester they can become an impediment to being able to operate effectively and make progress. We can learn to adapt and cope better by staying positive and resilient even through difficult times.

One technique is to monitor your positivity ratio. The formula for the positivity ratio is 3:1; that is 3 positives for 1 negative as outlined in the popular version of Barbara Frederickson's research: "Positivity: Top-Notch Research Reveals the 3 to 1 Ratio That Will Change Your Life (2009)."

On her website <http://positivityratio.com> you can take a free 'positivity self test' which can be completed in two or three minutes to give you a result for your current positivity ratio. This is a baseline that you can measure and track over time.

You can practice being more conscious of your emotions in the moment, and manage them to best effect to achieve positive outcomes for yourself. You could consider and practice Frederickson's ten positive emotions: joy, gratitude, serenity, interest, hope, pride, amusement, inspiration, awe and love. In the course of your day look for ways to embody these more beneficial emotions.

Success is doing what you can,
with what you have, where you are.

Thomas Roosevelt

Whatever your life's work is, do it well.
A man should do his job so well that
the living, the dead, and the unborn
could do it no better.

Martin Luther King, Jr.

***Congratulations on your
commitment to a successful career.***

This career management planner was developed by Building Indigenous Capability Pty Ltd and draws on best practice promoted by the Career Industry Council of Australia Standing Council for Tertiary Education, Skills and Employment (SCOTESE), My Future - Australia's career information and exploration service, a joint initiative of Australian, state and territory governments, the Centre for Aboriginal Economic Policy Research and Career development learning frameworks for work-integrated learning.

