



## CAREER MANAGEMENT

# Course Template

### **Outcomes:**

Participants will have recognised the importance of managing and developing their own career. They will have developed a personal vision and strategies to achieve their vision, and identified the links between their personal vision/strategies and those of the organisation. They will also be able to enhance their self-esteem and motivation to achieve their personal vision through practices such as positive self-talk and affirmations.

### **Target Audience:**

Normally lower level management and non-managerial staff (12-16 participants)

### **Duration:**

One day

### **Objectives:**

On completion of the training, participants will be able to:

- take responsibility for managing and developing their own career
- identify their own strengths, weaknesses, interests and aspirations
- develop a personal vision to inspire and guide them in their career
- develop strategies that will enable them to achieve their vision
- establish links between their strategies and those of the organisation
- enhance their self-esteem and confidence to achieve their personal vision, through practices such as affirmations and positive self-talk

### **Key Content:**

- Your career and your life
- Managing your time and your life
- We don't plan to fail; we simply fail to plan
- Developing a personal vision and strategies
- Identifying your strengths and areas of desired improvement
- Developing your personal vision
- Developing SMART goals/strategies to achieve your vision
- Who/what can help you to achieve your strategies?
- Linking your vision and strategies to that of the organisation
- Breaking barriers and enhancing self-esteem
- Techniques for managing stress and enhancing your self-esteem
- Just do it!

### **Comments by Participants:**

- *Course met or exceeded expectations (all 16 participants in course)*
- *Well facilitated with good examples*
- *Well done, facilitation was excellent*
- *I have further development on how to find a new career*
- *Well prepared, relevant*
- *Very enjoyable and worthwhile*
- *Highlighted definite areas I can improve on*