

Career Management

Quick Tips

How to develop a career management plan

CAREER MANAGEMENT

What is a Career?

A career includes all the paid and unpaid work, learning and life roles you undertake throughout your life. The term 'Career' was traditionally associated with paid employment and referred to a single occupation. In today's world of work the term 'Career' is seen as a continuous process of learning and development.

A Successful Career.....

- is a learning journey that starts when you are young and builds throughout your life
- includes different paths than you originally planned
- allows you to try new and varied experiences
- manages change

Why Should I Plan My Career?

Your career is a major life investment and impacts on many aspects of your personal life including personal satisfaction, psychological wellbeing, financial stability and interpersonal relationships.

Career planning is important so that you can find a job which suits your personality, respects your values, is based around your interests and will not restrict your growth. Therefore you need to reflect on the types of work environments that you work well in and the tasks that you enjoy doing.

KEY STEPS IN CAREER MANAGEMENT

Step 1 – Self Reflection / Awareness

The first step in Career Management is to reflect on your interests, values, skills, knowledge and needs and attitudes – this will help you to identify career opportunities that you will find enjoyable and satisfying.

Once you have a clear idea of your own skills and preferences, you can then use this information to select a course / career path.

How Do I Identify My Skills / Interests?

You acquire skills across all life domains including work, education, volunteering, hobbies and life experiences. Reflect on your own life experience and the varied skills you have developed using the 8 Key Employability Skills developed by the Australian Government:

- Communication Skills
- Planning and Organising
- Self-Management
- Learning
- Team Work
- Problem Solving
- Technology
- Initiative and Enterprise

The Job Outlook website has a short career interest inventory to help you clarify your career interest areas <http://joboutlook.gov.au/careerquiz.aspx>

Step 2 – Research

Research different career paths and roles and consider:

- The key work tasks for the occupations
- Qualifications / training / experience required
- Fit with your current & emerging skill set and values
- Employment Prospects
- Pay & any additional benefits
- Pathways / Career Development
- Good / Bad aspects of the job
- Lifestyle



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Network and conduct informational interviews:

Use professional associations' and social networking sites such as LinkedIn to identify and network with professionals in careers you are exploring. Consider conducting informational interviews where you meet with industry professionals and ask questions about the realities of working in their industry, pathways and explore foot in the door opportunities such as volunteer work and work experience.

Step 3 – Making Decisions

You then need to make some decisions based on your career research. Think about how you make decisions – do you talk to others? Decide by yourself? Research your Options? Decide based on what you already know? Avoid making decisions? Some students find it useful to evaluate the costs and benefits of each career or study pathway and rank their options. Be true to your own interests and passions but also seek help from family, friends, teachers, employers and Swinburne Careers & Employability. Today's Career Management plans need to adapt to change – make decisions, but reflect and adjust in response to changes in interest and your circumstances, as your knowledge and experience expand or employment trends change.

▪ **Step 4 – Develop a Career Action Plan**

Put together an action plan to help you to see your career development progress. The plan should include:

- Realistic short and long term goals
- Training and education options
- List of skills you need to develop
- Timeframe
- Who can help you on your journey
- Regular review periods

Swinburne Careers & Employability

If you need further support to develop your Career Management plan, the Swinburne Careers & Employability team can provide free individual 30 minute career consultations for current students.