

Career Planning: It Starts With Me

Lunch Box Session for Professional Staff

Today's session will cover:



Benefits of career planning



How-to, resources and support



Preparing for a career planning conversation



Helpful tips



Benefits of Career Planning

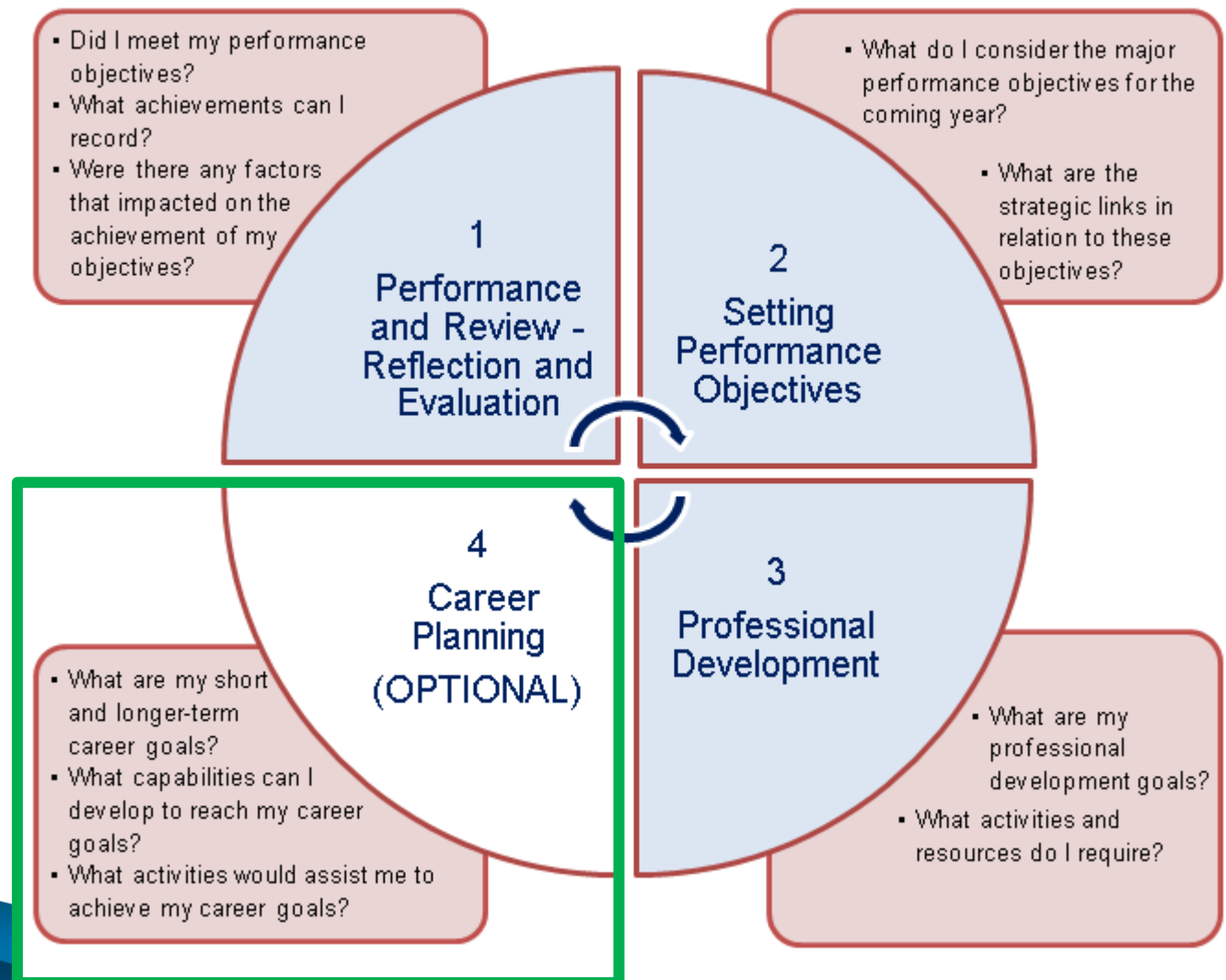
Career planning helps you to progress your career through a guided process to:

- ✓ Reflect on and identify your career aspirations
- ✓ Identify opportunities for development and knowledge growth
- ✓ Strengthen your skills and capabilities for future roles
- ✓ Set out and work to a clear plan, and reflect on progress

Career Planning Process

While career planning can be done at any time, it often tends to follow a PRP conversation.

An optional career planning step is built into the PRP process.



Career Planning Step by Step

STEP 1

Reflect on your aspirations and complete a self-assessment exercise

STEP 2

Initiate a meeting with your Supervisor and prepare for the career conversation

STEP 3

Conduct the conversation with your Supervisor and record your career plan

STEP 4

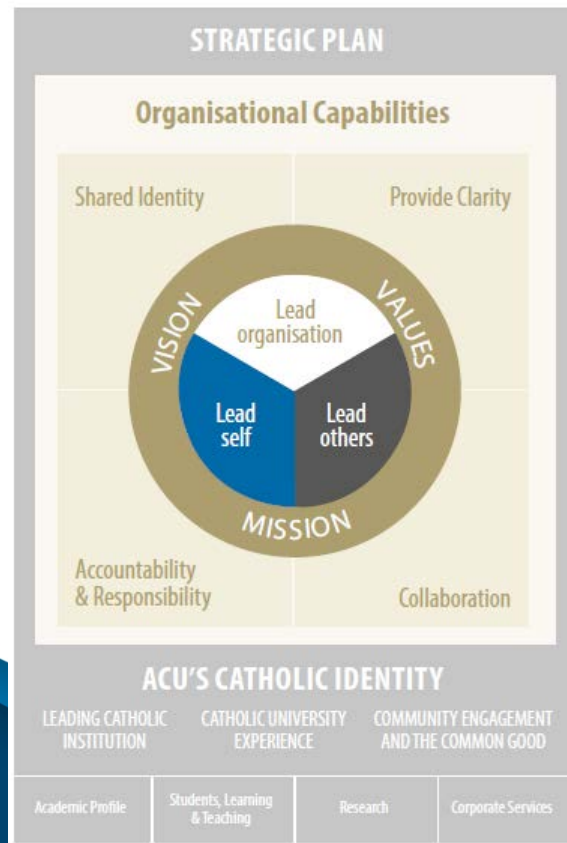
Refer back to your plan from time to time to reflect on progress

How-to, resources and support

- **Recent enhancements to the PRP Form**
 - Part C of the PRP Form is an optional Career Plan
 - Completed by you during or after the career conversation with your supervisor
 - Record career goals, development needs/gaps, actions
- **Recent enhancements to the PRP Conversation Guide**
 - Appendix 2: Career Planning Self-Assessment
 - Helps you to identify aspirations and development needs

How-to, resources and support (continued)

ACU's Capability Development Framework



The CDF can also help you in career planning, by showing the expectations and behaviours at the different achievement levels.

This can assist your understanding of what is expected in potential future roles, and in identifying development activities with guidance from your supervisor.

More information on the CDF can be found at:
www.acu.edu.au/CDF

How-to, resources and support (continued)

Career Planning Self-Assessment:

(Conversation Guide for Staff)

| Past | Responses |
|---|-----------|
| 1. What roles have I enjoyed in the past? (E.g. Administrative, Executive Support, Project Role) | |
| 2. How has my skill set changed from my early career? (E.g. moved into Management/Leadership) | |
| Present | |
| 3. How well am I performing against current performance objectives? What are my development areas? | |
| 4. How would I express my value to the organisation? What are my greatest strengths? | |
| 5. What parts of my job would I like to do more frequently? | |
| 6. What job areas am I interested in? In which other areas or projects in ACU could I contribute and add value? | |
| Future | |
| 7. What are my aspirations? (E.g. What do you want to accomplish and why?) | |
| 8. Where do I see myself in 2 to 5 years? | |
| 9. In which areas of growth or change in the University could there be opportunities that might interest me? | |
| Gaps | |
| 10. How do my strengths and development areas fit with my career aspirations and potential role opportunities? | |
| 11. What do I need to do to achieve my career aspirations? | |

How-to, resources and support (continued)

Career Plan:

(PRP Form, Part C)

Career Aspirations

What do I want to accomplish and why?

Career Goals

What are my short term career goals? (up to 2 years)

What are my long term career goals? (2 to 5 years)

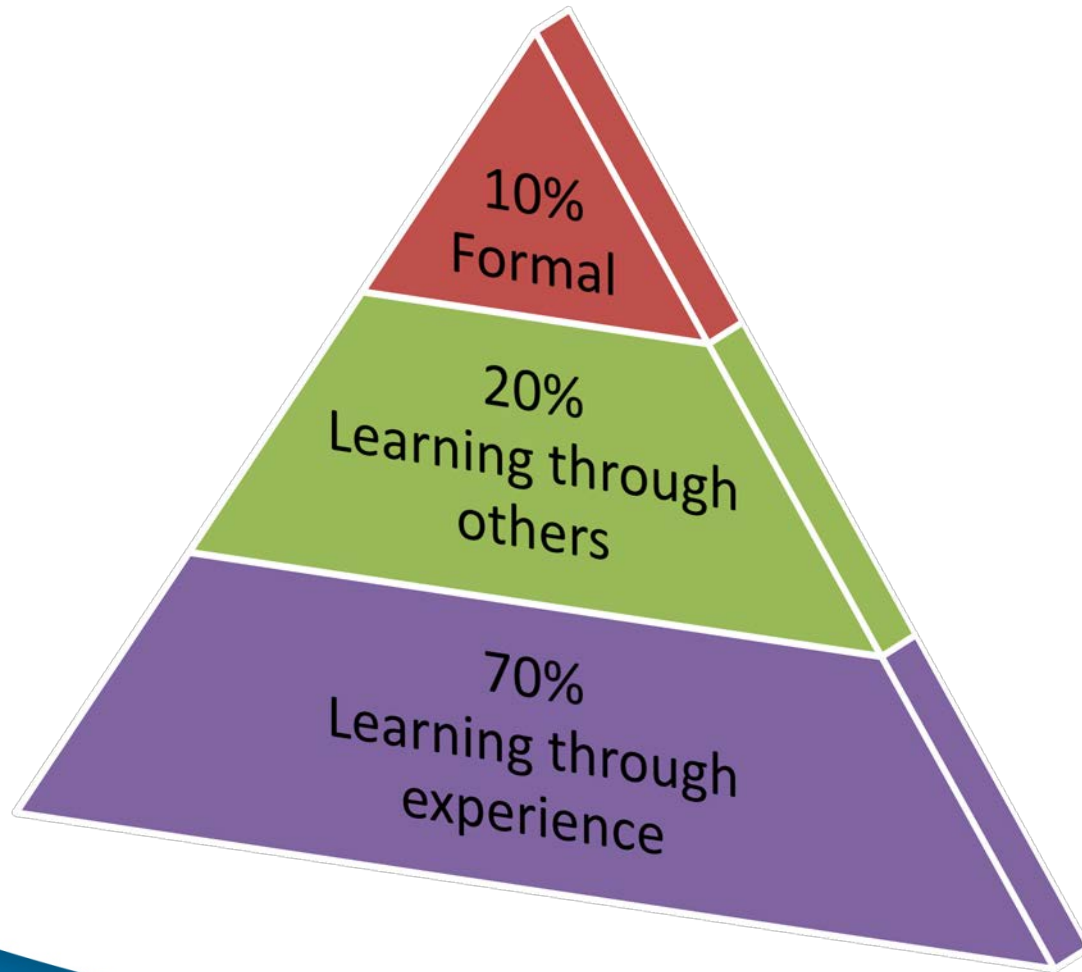
Gaps

What knowledge/skills do I need to strengthen/develop to help me in reaching my career goals?

Actions

What do I need to do to achieve my career goals?

Adult learning model: 70:20:10



Helpful tips

- Prepare for the conversation, take control and know what you want to achieve
 - Use the resources provided in the PRP Conversation Guide
- Ensure your career aspirations are realistic
 - Are they aligned to ACU/market directions/needs?
 - Be open to feedback
- Be clear about what you think your development could look like
- Be flexible and open to development and other opportunities
- Revisit your plan from time to time and reflect on progress

Some suggestions - activities

- Network and make connections to learn about opportunities
 - Join communities of practice/network groups
- Seek out new experiences – Stretch
 - Projects/secondments/cover for others whilst on leave
 - ACU Professional Development Program
 - External Courses
 - Mentoring opportunities
 - Keep current: read up on what is happening in the sector / subject matter
- Explore online resources, especially [Lynda.com](https://www.lynda.com)



Any Questions?

(Also contact the HR Advisory Service on x4222)