

Career Plan

Where do I start?



This little module is part of the PROVYP project's material.
In order to fully understand the content you'll need to visit
our website:

<http://www.provyp.eu/en/>



Let's start with easy tasks, first of all you need to identify the plan:



Your Name here:

Name of the Plan :

Starting date:

Step 1- Personal Analysis

The first step in planning your career is evaluating and understanding your aspirations; strengths; interests; drivers and other influences. Please indicate all the aspects of the planning process through a deep evaluation. Don't worry if this takes a long time!



My Key fields of interest:

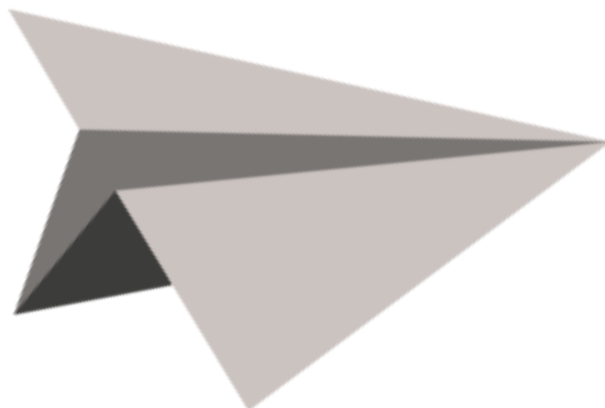
What am I good at?

What am I not good at?

My technical skills: Is There something Technical I am particularly good at? i.e. an hobby I like or a job I've experienced

My Work Values:

Characteristics of my dream job:



A little bit of help!

Sometimes is difficult to understand yourself, a bit of help may be useful.

Who can you discuss your career with?



- ☐ Manager
- ☐ Professional Leader
- ☐ Professional/clinical Supervisor
- ☐ Educator
- ☐ Tutor
- ☐ Teacher
- ☐ Mentor
- ☐ Career Development professional
- ☐ Family member
- ☐ Other (please state)

Don't leave it to the future, state the names of who can help you and when!

End of Step 1—Your Goals

When deciding on your career development goals it is imperative that you set yourself up for success.
Using the **SMART** goal setting process is a good way to achieve this.



Your goals should be **SMART**, your goals should be:

Specific—so you know exactly what you are trying to achieve: When the result you want to reach are well defined, you will have thousand of ideas on how to reach them .

Measurable—Otherwise, how will you realize if you achieve it? “I want to have a fruitful career” is not defined enough, it’s impossible to measure! Ask yourself, *What should I do in order to have a fruitful career?*

This question will point out the elements that will concretely lead you to a successful career.

Action-oriented—as your goal needs to depend directly from you. It has to depend from you and not from others, For example: “ *I want to be hired from that firm*” does not depend on you but on the firm. You can modify it in “ *I want to create all the conditions to be hired from that firm.*”

Realistic —so it IS achievable and

Time-Bound—This is the difference between a dream and a goal. Dreams don’t have a deadline, goals do! Decide when you’ll have to reach it.

It is not important if that’s in a long or in a short time, but you have to put a day on your calendar

End of Step 1—Your Goals

Keeping in mind everything that we said before, state your goals in Details.

My Goals are:



A)

B)

C)

How do you feel?



One of the lessons that I grew up with was to always stay true to yourself and never let what somebody else says distract you from your goals. And so when I hear about negative and false attacks, I really don't invest any energy in

Science shows us how **improvements in well-being, satisfaction and happiness can come from making progress towards your personal goals.**

But your **goals need to be in line with your inner needs and motives.** If you're committed to a goal for external reasons such as pleasing your boss or your parents, you won't see emotional improvements when you make progresses.



So it's imperative that, to succeed we have to try to focus on the goals that we're motivated to achieve intrinsically, rather than what we think others expect of us.

So how does this work?



Progress on our goals makes us feel happier and more satisfied with life and positive emotions have the potential to motivate goal-directed behaviours and volitional processes that are necessary for further goal progress or attainment.



Ah, doesn't this sound like a perpetual-motion machine? Certainly this can't be true. Both practical experience and research indicate that this relation between progress on our tasks and our well-being provides this sort of synergy.

From experience we know, *"give a job to a busy person, it will get done."* Why? Busy people **are in motion**. They're making progress, feeling competent and able, so they move forward buoyed by their success and positive emotions. **The research points to the same conclusion: goal progress is related to positive emotions and overall enhanced well being.**

Step 2– Setting Goals

The second step in planning your career is to research online information and opportunities to meet your aspirations; strengths; interests and ideal job
We'll drive you through the research step by step.

What does it take? Which Competences do I need to develop?

During the first part of the research you'll need to focus on the abilities that you may need in order to be considered for the job you are looking for: Which abilities are them? What is fundamental and how can you achieve it?

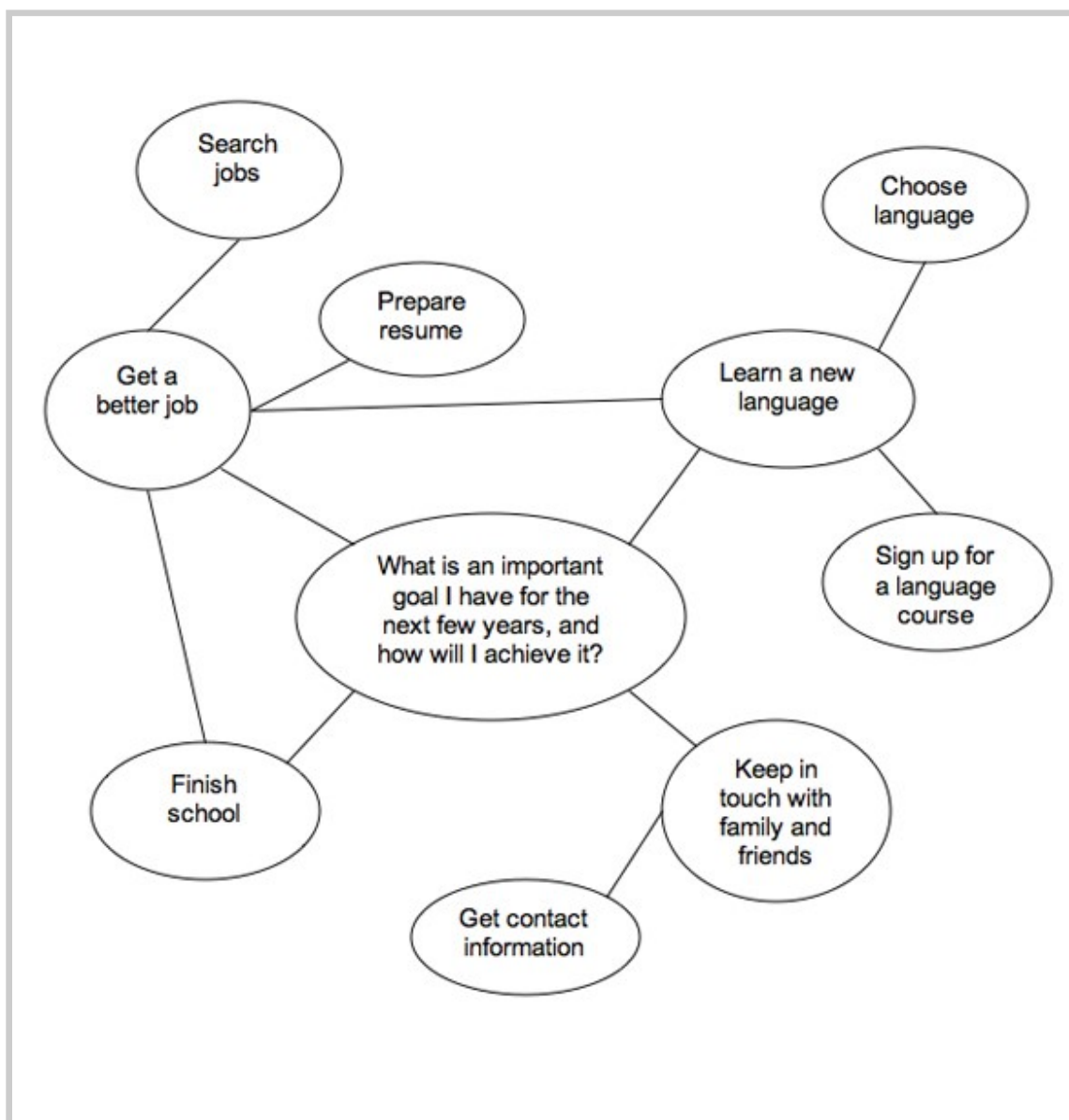
How do I do it?



- 1) Go back to your **Main goals** and for everyone of them, take a sheet of paper.
- 2) Write in the center of the paper the goal you wish to reach, and start **brainstorming**.
- 3) What do you think is **fundamental** to reach your goal? Write everything you think is **necessary** to reach your goal.
- 4) Put them in their **natural order**, some of them will require further steps or previous steps. Write them too.
- 5) Ask yourself if they all are really important for you.
- 6) Check through an online research if you are missing something,
- 7) Rewrite everything in order, this is the order you'll follow in your **plan of action**.

Brainstorming example

Here's a simple example on how to proceed.
In the next page you will find all of the indications on
how to brainstorm.



Your own Brainstorming

“The way to get good ideas is to get lots of ideas and throw the bad ones away.”
Linus Pauling



Now it's time for your brainstorming: take a sheet of paper, remember the rules we gave you and if you find yourself in difficulties, learn a Brainstorming technique here:

Write your main idea down in the middle of a sheet of paper. Trace a circle around it. Think of your **central idea** or problem. Write down a few words that you immediately associate with those central idea. Look over these new words and write down any words that you think are related. As the words pop into your head, write them down, no matter how silly or strange they might seem.

Next to these smaller ideas, write other concepts, thoughts, or word associations. As more ideas comes to you, connect the ideas with lines. Create a list of every idea that comes through your head.

Keep going until you have at least fifteen or twenty ideas. Once you are done, you can go back over your list and cross out the ideas you don't like.

Break the problem down into individual steps. You may know where you want to end up, but you may not know how to get there.

Try thinking of the major steps that will help you get to your goal. Next, divide those big ideas into more manageable tasks. Continue to become more and more specific in your steps until you have a plan of action.

What can I add to my plan?

Here's a list of opportunities that can help you in reaching your goal!



In order to make your Cv and your Action plan more interesting to your next possible employee, here are some elements you may want to include in your experiences:

- **Internships** can show that you've been active in searching career opportunities.
- **Gap year** A gap year can be a great way to develop the type of personality traits that employers appreciate, such as positivity, flexibility, resilience, or the ability to get on and work with a culturally diverse range of people
- **Summer jobs or part-time work** if a gap year is not your thing, taking on a summer job may be useful. You will be building work experience and demonstrating basic work skills, showing that you can hold down a job, arrive on time, be managed, etc.
- **Voluntary work** for some sectors or positions, voluntary work is highly desirable. Additionally, if you are trying to fill a gap or get essential experience in the sector before making a career move, voluntary work can be a useful stepping-stone.
- **Extra-curricular activities: like courses or seminars** to gain competences and knowledge.
- **Certificates:** certificates can prove your abilities and are an important part of your CV; YouthPass for example certificates your non-formal learning.

List of action

After completing all of your brainstorming, fill in the list Of actions, in their natural order. You'll need this for your plan of action.



Order	Action	Notes
1.		
2.		
3.		
4.		
5.		
6.		
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8.		
9.		
10.		

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25.

Step 3- Action Plan

After completing your lists of action, you need to think in details about every single one of them. For every action, you have to answer to this questions:



How much time will this action require?

Who can help me with this action?

Which of this actions are more important?

Which of this actions will require money or other means?

How will I achieve the money/means I need to complete my actions?

When should this action be completed?

If while answering the questions you realize you need more actions, add them to the list!

List of action– Think about it!

Think about the quantity of time that you have every week, write down your weekly agenda, so that you can find out how much time you exactly have for your new life-project.

Do you have any free time on:	Morning	Afternoon	Night
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

How much time are you willing to dedicate to the process?
Think about an amount of hours per week!

Date time!

Now you are ready for the last step of the planning!
You have all of the means to complete your plan.



Keeping track of your personal development is a fundamental part of the process. In doing this, you have to focus on 3 words: **deadlines**, **planners**, and **celebrations**.

Set your **Deadlines**: First, it is important to identify the amount of time that the entire short-term goal will require to be completed. In doing so you are sure that you'll be able to measure your successes and to know if you're achieving your goals or not.

Fill in your **Planner**: your planner will be your best friend! A planner is simply a tool or system used to help you keep track of important dates and appointments, build or maintain routines, and make the best use of your time and energy, building your goals step by step. You can really use anything as a planner, from a diary to a normal notebook, keep it private if you prefer, or show it to your dearest ones for a little bit of extra help! In the next pages, there will also be a little planner, but if you feel that is not enough for all your steps, do not hesitate to create a larger one for yourself.

Remember to **Celebrate**: it is important for you to acknowledge your successes and celebrate them; this will give you more motivation to continue and improve your abilities always more.

In the next page you will find a yearly planner, you can use it to write down your deadlines over the year!



Set your deadlines for the year, fixing also the “check day” in which you’ll fill in the monthly planner as well!

<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>
<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>

Keep everything under control

Schedule a 30-minute meeting with yourself to occur **in a month**, and to recur every month after that.

Make the meeting non-negotiable, and if for some reason it has to be rescheduled, reschedule it but **don't cancel it**.

Every month on your meeting, answer this simple questions

What did I complete last month that I'm proud of ?

Who has helped me the most this month?

Notes on any experiments I tried



Goals for the following month, including one habit that you can associate with your goal, this will help you focusing on your goal



What didn't work last month? How can I change this?

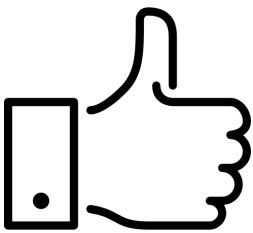


Last steps– Your Resume

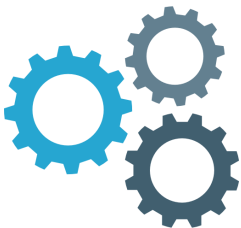
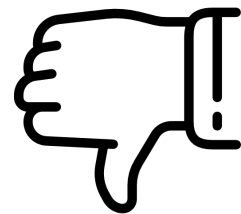
This is the right moment to think about how to apply all this to the Job Market.

The previous phases of the process will help you to focus on the abilities you'll need to approach the job seek and to give you a better chance of succeeding in the job-search or in starting a new business, but they are not sufficient on its own.

Looking for a job can be difficult but the right competences and the right means really can make a difference. In order to efficiently look for a job you'll need an adequate Curriculum Vitae.



Do and Don't-s for your cv



Do customize your cv for each job!

Your resume needs to target the employer you're sending it to, and emphasize the parts of your background that most fit the role.

Do Lead with your education and Skills

In particular if you don't have a lot of experience, start with your education, knowledge and skills you could use on your job place.





Do include unpaid work or volunteer activities

Volunteered for a good cause, or for a well known organization?
Great! Insert it in your CV.

Do Use the proper resume format

The chronological resume is usually the best but also the functional resume can be useful if you don't have a lot of experience.



Don't send a resume with Typos

This includes misspelling, formatting problems and other mistakes! Double check!

Don't Use crazy fonts or colours!

This would definitely draw attention to your CV but not the kind of attention you want!



Don't go over 1 page

Unless you have a lot of experience to talk about, this is not helpful. Focus on your best selling points.

Last steps– Your Resume

Once you created your cv you can follow various techniques:

Handing them in: many Jobs are advertised online, but plenty aren't. There may even be businesses in your local area looking for people to hire. If you choose to follow this technique in walking into a business, you may ask to talk to the manager directly. If you don't have the possibility to do this, try with making some phone calls!

Online applying: you can apply for jobs online, both in the Work with us section of the company website or on job searching engines. We will provide you useful links for this particular activity on PROVYP website

TIPS: Handing in your CV



Be polite and smile



Know what you are going to say and prepare a short speech



Be nice and tidy, first impression does matter in Job search



Don't give up! It might seem difficult but you have to insist!

Last steps– Interview

Finally, when you will get an interview, another fundamental part of finding a job is represented from the attitude you keep during your interview: body language is important, do not underestimate:

- 1) Attitude and communication style
- 2) Aspect and Presence
- 3) Coherence

The relationship we develop with our interlocutor is like a bridge that we build between us and will or will not help us with the exit of the interview.

TIPS: Interview

Arrive on Time, Relaxed and Prepared for the Interview

Be Authentic, Upbeat, Focused, Confident and Concise

Ask Insightful Questions, showing interest on the firm activities

Dress for Success

Review Common Interview Questions and Prepare Your Responses

Thank Interviewer in Person, or by Email

Conduct Research on the Employer, and on the firm you are applying to

All done!



Focus on what you learned; you now know what is important to you, how to acquire new skills, you have better understanding of you own timing, your personal methods, and the concrete actions you have to put into practice to acquire new competences and to monitor your career plan.

You are a completely different person now, with new competences and better understanding of the job market and all of this will help you not only in your job search but in defining better your goals in life.

Keep the process continuous and never stop improving yourself, this is the real key to success!

Do not stop now, and visit all the modules of Provyp website.