The four steps to career planning - what needs to happen



1. Knowing Yourself 2. Explore Possibilities Employee develops a clear view of their Employee researches options available, the strengths, aspirations, values, resources and career pathways to achieve these options. Things to work through include: needs. Things to work through include: • Finding out what the relevant • Which aspects of their work they enjoy prerequisites and required steps are for and which they don't each option • Identifying skills, interests, values, • Speaking with people who have been working in various fields motivators and personality type Feedback from current and past • The extent to which their current or future role meets their aspirations and needs managers, professional leaders, career advisors, mentors, colleagues etc • Any other specific preferences or pressures they may be facing. • What job experiences or training will be Identifying development needs beneficial in pursuing each option and are ٠ those experiences or options realistically available Identifying more than one option 3. Make Choices 4. Make it Happen Making it happen involves the employee and Making choices involves considering the the manager agreeing with a course of suitable options and matching what the employee would like to do with what the action. Things to work through include: workforce needs. Things to work through include: • Recording a plan of action (PDCP) Considering workforce information. Action steps that may require further • Identifying areas of growth and workforce training, gaining useful experience or developing a specific technical skill shortages Considering competition for and Implementing the plan Periodically reviewing availability of named options Identifying any obstacles or barriers and how they can be overcome Considering what is involved in pursuing each option and is the employee up for it.

