

Self insights and career planning

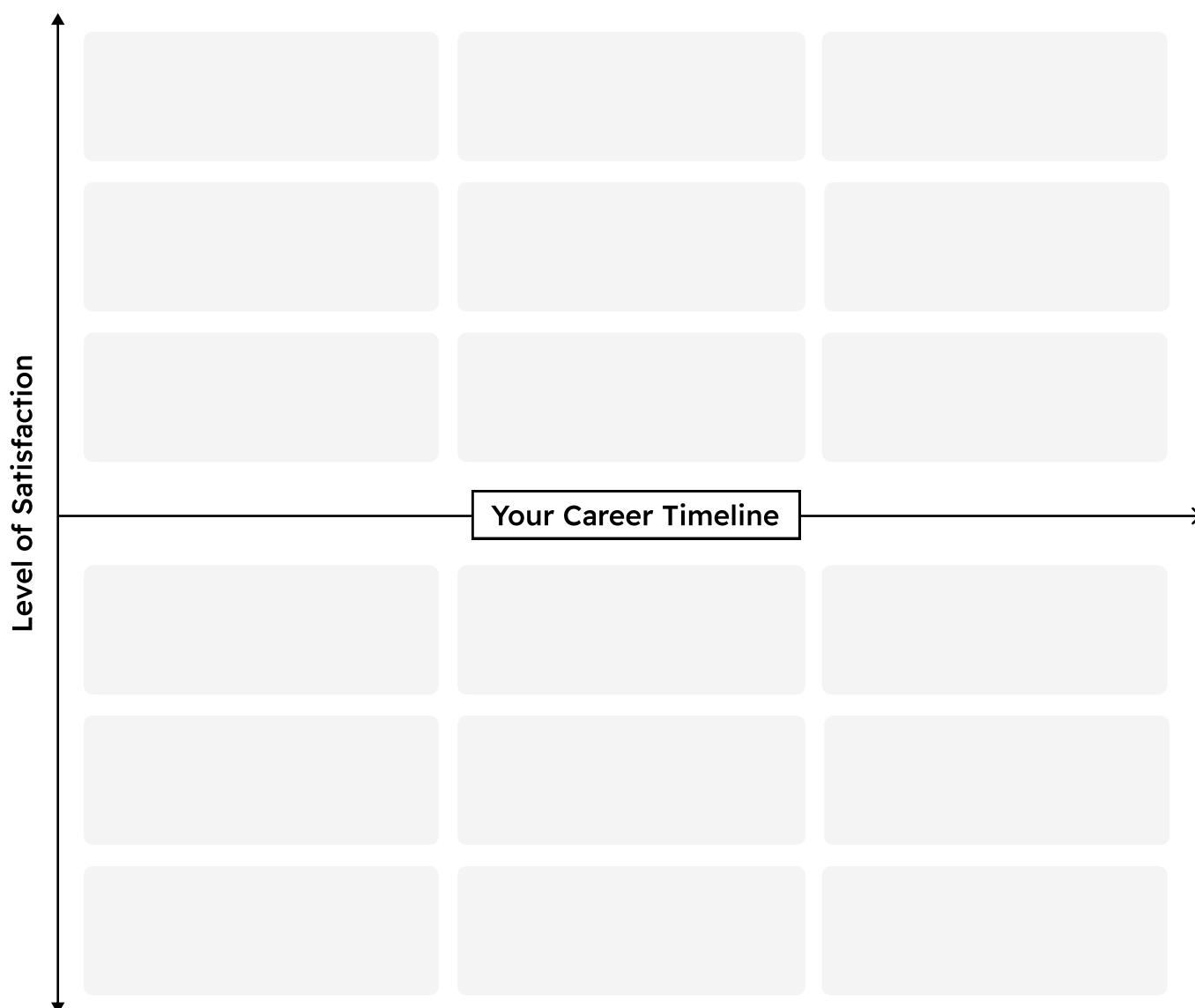


Self insights and career planning

It's important to consider different aspects of your career and how self insight can influence your planning now and in the future. When you are able to articulate what drives your career satisfaction, you can more easily identify opportunities that are likely to lead to career satisfaction; very simply, you have a greater awareness of what you are looking for.

YOUR CAREER TIMELINE

Instructions: Think about your career journey to date and all of the different positions you've held. Then, plot the milestones from your entire career journey by (1) how satisfied it made you feel and (2) order of events.



What roles did you enjoy the most? Why?

What roles were less satisfying? Why?

What patterns or trends did you notice?

YOUR CAREER TIMELINE

When you consider both how much you enjoy using particular skills as well as how competent you feel in using those skills, you can start to understand how they can impact your success, effectiveness and overall contentment, as well as how you present yourself to others.

- ① **Motivated Skills.** Skills we enjoy using and that we are good at – we call these "Motivated Skills". Using these skills energises you. Strengths-based research will tell us that it is really important for our wellbeing and performance to spend lots of time leveraging our motivated strengths.
- ② **Burnout Skills.** Skills you are good at, but don't enjoy. These skills drain your energy, and if they take up too much of your role, your wellbeing and performance can be negatively impacted.
- ③ **Development Skills:** Skills you enjoy but have had minimum exposure to, or limited opportunity to use as yet. When given the opportunity they can develop into Motivated Skills.
- ④ **Irrelevant Skills:** Minimal competency and minimal enjoyment.

SKILLS ASSESSMENT

This assessment can help you take a more strategic approach to presenting yourself to the market and make career or job decisions that leverage your motivation and development skills.

Instructions: Reflect on the skills table below and select the top 2 skills to place in each of the 3 quadrants: Motivated Skills, Burnout Skills, and Development Skills.

	COMPETENT	NOT YET COMPETENT
ENJOY	EXAMPLES OF YOUR MOTIVATED SKILLS	EXAMPLES OF YOUR DEVELOPMENT SKILLS
DO NOT ENJOY	EXAMPLES OF YOUR BURNOUT SKILLS	IRRELEVANT SKILLS

SKILLS ASSESSMENT 2

This assessment continues from the previous page. This can help you take a more strategic approach to presenting yourself to the market and make career or job decisions that leverage your motivation and development skills. Remember that this is not an exhaustive list and you can add others.

Instructions: Classify each of the skills below as either; Motivated Skills, Burnout Skills, or Development Skills. Tick the appropriate column in each row to represent your selection.

SKILLS	DESCRIPTION	M	B	D
Analyse	Investigate; Research; Audit; Evaluate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Apply Intuition	Insight; Foresight; Visualise Solutions/Outcomes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Apply Technology	Use Computers, Software and Machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attend to Detail	Work with Systems, Data, and/or Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach	Empower; Advise; Facilitate Insight; Guide; Counsel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collaborate	Develop Networks; Achieve with Others/Teams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Command	Supervise People; Instruct; Lead Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conceptualise	Create Ideas; Visualise Possibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design	Conceive; Create; Initiate a Plan, Project, Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Display Creativity	Invent; Design; Originate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Illustrate	Draw; Portray	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Investigate	Research; Study; Question; Probe; Source	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Make Decisions	Major, Complex or Frequent Evaluation of Options	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manage Change	Assess Directions; Manage Cultural Differences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manage Conflict	Advocate; Arbitrate; Resolve Grievances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manage Data	Record; Collate; Categorise; Classify; Enter Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manage People	Supervise Performance; Lead; Delegate; Motivate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manage Time	Meet Deadlines; Set Priorities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mediate	Conciliate; Reconcile Differences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivate	Inspire; Stimulate; Influence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SKILLS	DESCRIPTION	M	B	D
Negotiate	Bargain; Secure Agreement to Proposals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nurture	Treat or Nurse; Heal; Cure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organise	Resourcing and Scheduling Programs/Projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan	Schedule; Forecast; Predict	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Present	Speak Publicly; Instruct, Train, or Teach; Perform	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sell	Influence to Buy Ideas, Services or Products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Serve Customers	Help Customers; Liaise with Clients; Host Events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Solve Problems	Create Ideas; Visualise Possibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strategise	Critical Thinking; Apply Sound, Astute Judgement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Synthesise	Integrate Ideas; Re-organise Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use Dexterity	Skilful Use of Hands; Hand/Eye Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Mechanically	Repair; Assemble; Operate Tools, Machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Numerically	Calculate; Count; Budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Write	Create and Edit Documents (e.g. Reports)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Write Creatively	Compose Articles, Stories, Lyrics; Inform/Entertain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MY IDEAL JOB(S)

Investing time to consider what your ideal job or range of ideal jobs might be is really valuable. To help your thinking, leverage your insights from the career timeline activity and from your skills analysis.

What is your ideal job(s)?

NAVIGATING THE FUTURE OF WORK — 5 FORCES OF CHANGE

There are many forces that impact the future of work, but 5 key ones from recent research are:



TECHNOLOGICAL
DEVELOPMENTS
USING AI



ECONOMIC
CONDITIONS



CLIMATE
TRANSITION



DEMOGRAPHIC
SHIFTS



GEOPOLITICAL
CHANGES

These factors create opportunities as well as threats, and it's important to be aware, adapt and learn.

RESEARCH AND UNDERSTAND THE MARKET

These factors create opportunity as well as threat, and it's important to be aware, adapt and learn.

- ☐ **Explore Job titles and requirements.** Look at career advice on seek.com & yourcareer.gov.au
- ☐ **Research** internally and externally.
- ☐ **LinkedIn.** Get a wider view of others and your industry.
- ☐ **Attend events.** Gain broader knowledge.
- ☐ **Keep learning.** Enhance your capabilities and career prospects.
- ☐ **Network** internally and externally to gain insight and understanding of the market and roles.

Putting insights into action

Use the prompting questions below to convert your insights into action when considering and comparing career pathway options.

1 Career timeline

Consider what has influenced career choices in the past and what made roles enjoyable for you.

- Why might this option/role lead to work satisfaction?

2 Skills analysis

Assess your skills to decide what to highlight and focus on. Does this opportunity/role:

- Leverage my Motivated Skills?
- Provide opportunity to work on my Development Skills?
- Minimise or avoid my Burnout Skills?

3 Ideal job

What insights can you use to position yourself in the market?

- What elements of my Ideal Job are included or are missing?
- Does it take me closer to my Ideal Job?

4 Skill gaps

- What Skill Gaps might I have?
- What can I do to address these?

E.g. Formal training, informal training, on the job training, shadowing, research, observe, volunteer, buddy system, seek a coach or mentor, ask questions

5 Knowledge gaps

- What Knowledge Gaps might I have?
- How can I address these?
 - Information or context may be sourced from job ads, position descriptions, hiring managers, HR, or even your network.

What actions will I take to progress my career planning?