

MY PERSONAL CAREER GOALS

Learning Outcome 01

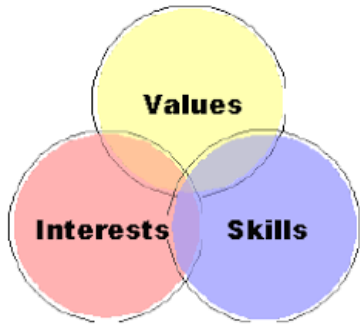
Evaluate personal characteristics, strengths and interests, aiming at possible career paths.

Assessment Criteria

ISR	LEVEL 3 - Assessment criteria	K&U	A&A	S&E
1	Evaluate strengths and areas for improvement to determine possible career paths through a personal action plan			
1.1	Associate own personal strengths and areas for improvement, with potential careers		x	
1.2	Develop an action plan strategising own path towards self-improvement targeting personal and professional goals			x

Work Sheets

MY PERSONAL CAREER GOALS



**DO I STOP TO
REFLECT?**



MY PERSONAL CAREER GOALS

Self-Assessment

Personal Responsibilities

Financial Responsibilities

Skills

Values

Goals & Priorities

Interests

Motivations

Health

Leisure Activities

Spirituality

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MY PERSONAL CAREER GOALS

PERSONAL ACTION PLAN

Current skills	Observing	Questioning	Imposing conditions	Creating new variables
Skills to work on	Preparing	Considering opposition's objectives	Listening more and talking less	Teamwork
My goals	Analyse more information I have Find the priorities and the key information	Listen more to the objectives Be reactive on objectives to find new strategies	Only talking when it's necessary No aggressive behaviours Take time	Try not to be always the leader Be proactive but take into account others' opinion
My resources	Apply techniques I learnt at school	Practice during social activities (during debates with friends)	Practice a sport of relaxation and self control Find opportunities to practice negotiation (during internships)	Apply team sport techniques Increase number of teamwork at school
Action plan	I could do it next time I negotiate	It is a daily work (1 month)	I need to change my personality! (6 months)	Find the weakest of the team and be cooperative with them (6 months)

MY PERSONAL CAREER GOALS

PERSONAL ACTION PLAN

Current skills				
Skills to work on				
My goals				
My resources				
Action plan				



AN EMOTIONAL FITNESS EXERCISE

SETTING SMART GOALS

If you want to live a happy life, tie it to a goal, not to people or things.

Albert Einstein

Few people set goals, let alone SMART goals. Fact: Not knowing what you want and not planning how to get it leaves your life up to chance. Setting SMART goals is wiser. Here is an example of a SMART goal.

S = Specific "I want to vacation on a warm beach, and do not want to spend more than \$600 dollars."

M = Measurable "I will save \$25 a week and in 24 weeks will have saved the \$600."

A = Action As stated above.

R = Realistic "Fits my budget and is 80% realistic, but do need to see if \$600 will get me what I want."

T = Time bound "Vacation time is scheduled for forty weeks from now."

ADDITIONAL TIPS: Record your goals. Measure your motivation on a rating scale of from 1 to 5; 1 is forget it, 5 is will kill to do. Measure progress on a similar scale. Find someone to meet with regularly to talk about your progress.

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SETTING MY PERSONAL SMART GOALS

My SPECIFIC Goal/Objective:

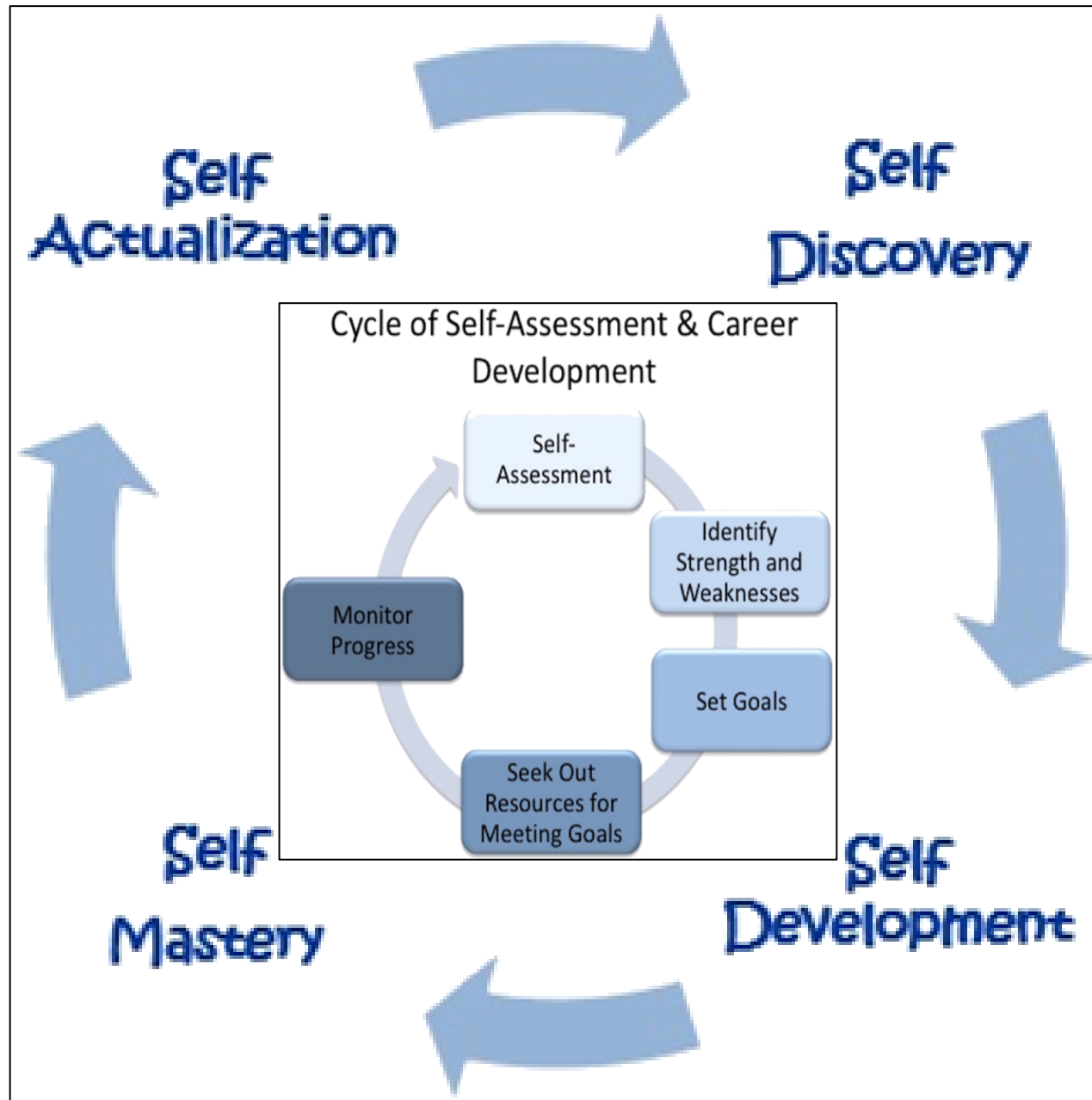
MEASURABLE Indicators to Reach My Specific Goal (above):

ACTIONS to Reach & Achieve the Specific Goal (above):

What makes the Goal REALISTIC?:

TIME specific plan to achieve the Specific Goal (above):

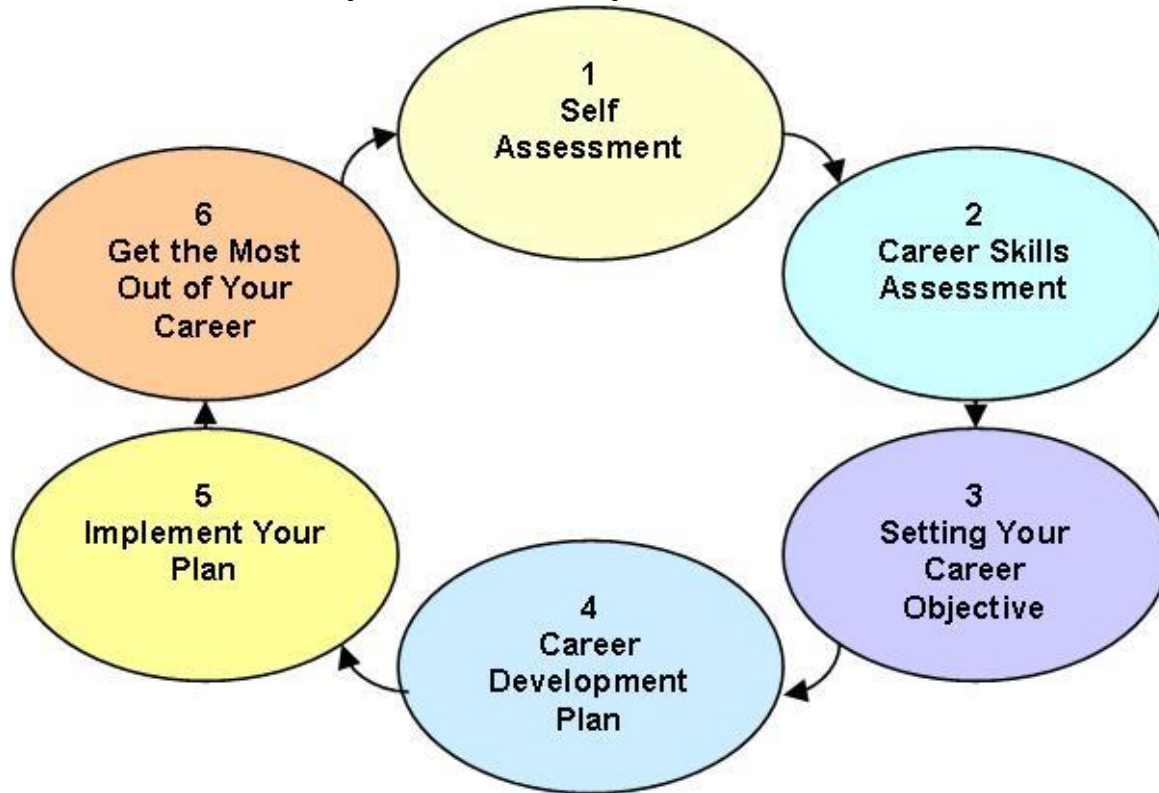
MY PERSONAL CAREER GOALS



MY PERSONAL CAREER GOALS

Planning Your Career Development

Steps To Reflect Upon and Address



Your Self Assessment on your 'Career Development Plan

1. Self Assessment

Where do you think you stand with your prospective job and the course you have chosen?

2. Career Skills Assessment

How committed are you to learning the skills you need and require for your future job in your course?

3. Setting Your Career Object

What is your top career objective? What do you want to achieve in order to get the job you want?

4. Career Development Plan

Mention 3 steps to achieve your desired job:

- a. _____
- b. _____
- c. _____

5. Implement Your Plan

What are you doing to achieve your dream job?

6. Get The Most Out of Your Career

What are the benefits from the dream job you have chosen?

MY PERSONAL CAREER GOALS

SWOT Analysis:

Questions for Conducting a Personal Analysis

SWOT analysis is a powerful personal development tool. Not only can it help you identify your strengths and weaknesses, SWOT can help you discover a direction for personal and/or professional development, as well as areas of concern for you to address. The following are questions that will help you with each area.

Strengths:

1. What do you do best?
2. What are your positive traits?
3. What advantages do you have (education, skills, networks, etc.)?
4. What resources do you have?
5. What is your greatest achievement?
6. What values do you have that may help you reach your goals?
7. What do other people see as your strengths?

Weaknesses:

1. What tasks do you avoid doing because of a lack of confidence?
2. What personality traits may be holding you back in your career?
3. What disadvantages do you have?
4. What fears do you have that may be holding you back?
5. What are your negative habits or traits?
6. What resources are you lacking?
7. In what areas do you need more training or education?

Opportunities:

1. How can you turn your strengths into opportunities?
2. How can you turn your weaknesses into opportunities?
3. Is there a need in your department that no one is meeting?
4. What could you do today that isn't being done?
5. How is your field changing? How can you take advantage of those changes?
6. What new technology may help you meet your goals?
7. Do you have contacts that could help you?

Threats:

1. What obstacles do you face?
2. Could any of your weaknesses prevent you from succeeding?
3. Do any of your strengths hold you back?
4. Is your job (life, health, etc.) changing?
5. Do you have any obligations (work or otherwise) that may limit your development?
6. Are you competing with others for what you want?



Personal SWOT

Strengths

Weaknesses

Opportunities

Threats

Name:Date.....

Strengths

What do I do well?

What unique resources do I possess?

What do others see in me as my strengths?

-
-
-
-

Opportunities

What opportunities are available to me?

What trends could I take advantage of?

How can I turn your strengths into opportunities?

-
-
-
-

Weaknesses

What could I do better?

What resources do I lack or need more?

What do others see as my weaknesses?

-
-
-
-

Threats

What threats could harm me?

What are my competitors/colleagues do

What threats do my weaknesses expose

-
-
-
-