

Successful Career Management

Written by Administrator

Monday, 21 February 2011 14:48 - Last Updated Friday, 25 March 2011 17:40

The aim of this course is to provide you with a structured approach to managing your career and realising your work ambition.

Who should attend?

Anyone at any level in an organisation who wishes to more effectively manage their careers. This includes people at the start of their career trying to set direction, and those who may wish to re-appraise their situation and consider changes of direction.

Benefits:

By the end of this workshop you will be able to:

- Assess your individual capabilities and work preferences
- Identify your key competencies, personal characteristics and values
- Develop a personal SWOT analysis
- Identify potential future career direction, taking account of preferences and what is practicable and achievable
- Set short, medium and long term career goals
- Assess and develop a contact network from a career development perspective
- Agree the immediate and longer term actions that you will take to progress your chosen career path
- Identify who can help you achieve your career goals and how and when you will enlist their support

Course Overview:

- Assessing your individual capabilities and work preferences
- Awareness of your personal values, characteristics, preferences and competencies
- Personal SWOT analysis
- Goal-setting
- Networking and influencing
- Researching and assessing job roles
- Support systems
- Action planning

Style of the Course:

The course uses psychometric assessments to help participants better understand their personal values, characteristics and work preferences. During the workshop participants

Successful Career Management

Written by Administrator

Monday, 21 February 2011 14:48 - Last Updated Friday, 25 March 2011 17:40

undertake activities, exercises and discussions to help them develop a robust action plan for their future career development.

Course Length:

One day workshop 09.00 to 17.00 with an hour for lunch.

We can run this course for you in-company at favourable rates for 4 or more people. Please contact us on **01628 526535** or info@thestairway.co.uk