

FIVE STAGES TO PLANNING YOUR CAREER

Throughout your life, your work-related needs, preferences and goals change continuously and at the same time, the world of work is evolving and adapting to economic, political, technological and social changes.

This career planning process assists you to identify and develop your skills to manage these challenges, make good decisions about your working life, and maximise your contribution to the community in which you live and work.

Overview



1. LOOK AT YOUR CURRENT SITUATION

It is important to understand where you are now and what you have to offer. Knowing yourself will help you to identify your career options and set clear and realistic goals.

Make a list of your knowledge, skills, experience, strengths, interests and the resources available to you.

- **Knowledge:** Education and training
- **Skills:** Abilities and learned skills
- **Experience:** Work and life experience
- **Strengths:** Attributes and talents
- **Interests:** Hobbies and interests
- **Resources:** Research and networking

2. THINK ABOUT WHAT YOU WANT TO ACHIEVE IN YOUR CAREER

SET CLEAR GOALS	MANAGE YOUR TIME AND RESOURCES	TAKE TIME TO REFLECT ON THINGS	FOCUS ON YOUR GOALS AND ASPIRATIONS
What are your career options/ choices?	How long will it take you to achieve your goals?	Understand and know yourself (what skills, strengths and experience do you have?)	Write an action plan
What do you want to achieve?	What resources are available to you?	What career option will you choose to match/suit you best?	Note the action steps and resources needed
Are your goals SMART?: specific, meaningful, realistic and timely?	What action steps do you need to take to achieve your career goals?	What is important to you now? Is your goal supported by your values?	What are your targeted start and end dates? (review plan if needed)

3. RESEARCH YOUR CAREER OPTIONS

- Identify your career options
- Do basic internet research
- Labour market information (explore career, growth industries, occupations, employment projections) - (joboutlook.gov.au / lmip.gov.au)
- Pay rates, awards and agreements (fairwork.gov.au)
- Explore various career prospects and plan your future (myfuture.edu.au)
- Network and build strong connections (speak to people working in your targeted careers/industry)
- Research companies to work for (internet search e.g. Google or glassdoor.com.au)
- Self assessment (knowledge, skills, experience, strengths, interests)
- Career support and training information (myskills.gov.au / training.gov.au)

4. PLAN YOUR TACTIC AND DEVELOP YOUR STRATEGY



5. TAKE ACTION



What actions/steps do you need to take?



What training or development do you need?



Where can you find more information and resources?



What job or learning opportunities are available?