



Managing Your Career – Key steps for Success

1. INVEST IN YOURSELF

Most people spend more time planning their annual holiday than planning their careers. Put time aside to review, plan and investigate possibilities.

2. KEEP LEARNING

Become (more) computer literate, improve your language skills - brush up the skills you know employers are looking for. Make sure you always have some growth ahead of you so you can talk about the future, not the past. Use the many excellent platforms for online learning such as Alison, EdX, Udemy, Coursera

3. KNOW YOUR STRENGTHS

Find out not only what you are really good at, but the skills you enjoy exercising - your motivated skills. Keep a record of each year's special projects, achievements, positive appraisals. This will support you project the best version of yourself.

4. KEEP UP TO DATE

Read, digest, and show that you are doing so. Go to exhibitions and conferences in your area of expertise. Collate and summarise key information - be seen as an information broker.

5. NEVER STOP NETWORKING

Your job search programme begins on Day 1 of the job. Don't stop networking simply because you now have a job. Consider how you can build your internal network in your new organisation. How can you continue to build your network externally within your areas of interest or specialisation

6. ANNUAL SELF REVIEW

At least once a year, fill one side of A4 with a review of:

- a. Your progress this year
- b. Your key achievements
- c. How you think your boss sees you
- d. Your learning plan for the next 12 months

7. TAKE RESPONSIBILITY and PLAN AHEAD

Don't assume that anyone else but you will look after your career. Don't be a passive player in career transition. Decide the moves you want to make, set goals, and write them down. Work out the steps you have to take now to achieve them. Remember that next time you change jobs you will have more experience and new insights about what's important for you.

8. RECRUIT A SUPPORT TEAM

Find a good career coach who can provide a supporting objective review of your career to date and help you establish career objectives for your future. Contact **Joe** on 00353 87 2341541 for an initial discussion or email joe@barrettcoaching.com with your query.