

Overview

Unit 1: Career Planning

Unit 2: Applications

Unit 3: Selection

Review

OVERVIEW

*“Getting a new job is a rare chance to get a fresh start
by re-evaluating your interests and taking stock of your skills.
It’s an opportunity to develop career management skills
that will catapult you into the world of work”*

(Schleinger & Musich, 2000)

PURPOSE

The career:accomplice programme aims to hone your career skills and maximise your performance in selection processes. It has been designed for professionals who want to steer their careers proactively, those thinking of changing job or career direction, and those who want to prepare for enviable job opportunities that arise unexpectedly.

This interactive manual is the distillation of years of expertise in career training, it combines good practise with reflective exercises to achieve outstanding career skills – and keep them finely tuned. The appendices provide worked examples (mostly centred on a fictional character, Jayne Smythe) as well as additional templates and exercises.

INTRODUCING JAYNE SMYTHE

Jayne Smythe is a fictional character who provides the examples for career:accomplice.

A 49-year-old mother of two living in Hampshire, Jayne is the main bread-winner in her family. Working currently at the United Hampshire Hospital’s Trust and feeling that she has tended to allow opportunity and others guide her career development to-date, she wants to get back in control of her career. In particular, she wants to work out where she is best-placed to use her expertise to the optimum – whilst managing the changing needs of her family life.

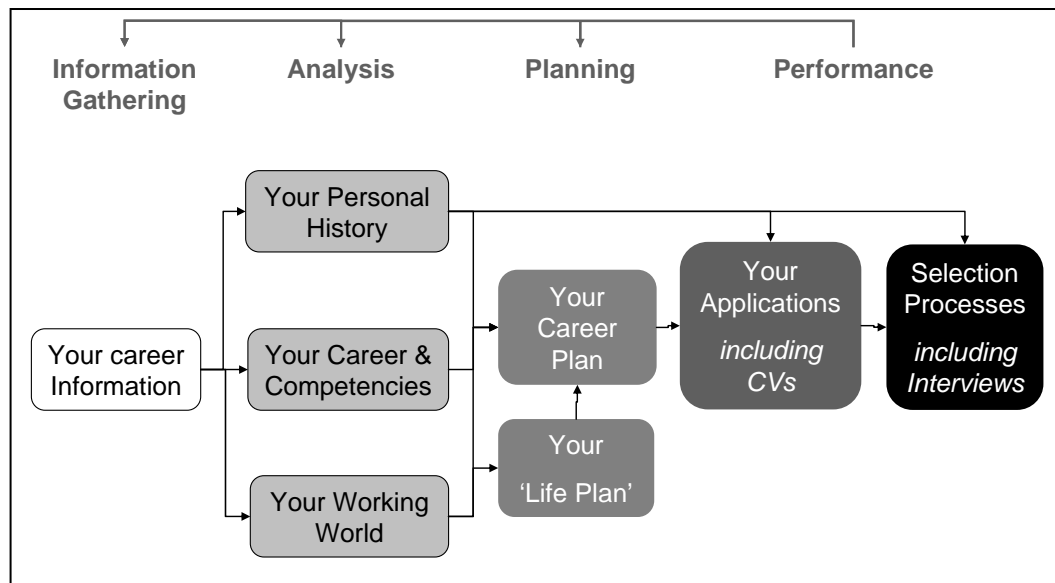
Many examples used in career:accomplice exercises are drawn from Jayne’s health service career and can be found in the Appendices at the end of each Unit.

career:accomplice may be used as supporting material for a group seminar or on an individual basis – with or without virtual or personal coaching.

OBJECTIVES

The approach in *career:accomplice* is to view the development of career skills as one complete process – sourcing career information, analysing it, planning and delivering your career goal – with continual learning and feedback as you move through the process.

DEVELOPING CAREER SKILLS – ONE PROCESS, CONTINUAL FEEDBACK



As a result of completing *career:accomplice*, you will have had opportunity to work through the whole process. You will:

- create a robust Career Plan using career-analysis exercises – so you can make the most of new career and development opportunities
- generate a Master Application – so you prepare ahead for application and selection processes
- understand the range of selection processes – and be better practised at taking part in interviews
- assemble a Career File to support career planning and development of your career skills on an ongoing basis.

HOW TO USE *career:accomplice*

career:accomplice has been structured into three main Units, each providing practical advice and insights into:

- valuing and creating a Career Plan
- writing effective Applications (and CVs)
- preparing for different Selection methods, particularly interviews.

At the beginning of each Unit, use the Introduction to gain an overview of the subject matter that will be covered. Then consider your needs and set your own personal objectives for the Unit.

Each Unit is divided into sections. Work at your own pace and, when necessary, use the end of a section to take a break. As you progress, draw together a Career File of information and learning about yourself, your working world and selection processes. Throughout each Unit, keep reflecting on the personal objectives that you set and ensure you are achieving them.

Conclude each Unit (and the course) by reviewing your learning. Then confirm the steps needed to complete your understanding of the subject matter – and reach your career goal.

PERSONAL GOAL

Before starting, take a few moments to construct a single, achievable goal for the whole programme.

MY OBJECTIVES FOR career:accomplice

You may find it helpful to revisit this goal from time to time as you plan your objectives for each Unit. Certainly, pursue it throughout to check that you are on target. Revisit it in the final Review Unit.

Here is what Jayne would like to accomplish with career:accomplice.

EXAMPLE – JAYNE SMYTHE'S OBJECTIVES FOR career:accomplice

To get back in control of my career. To be confident that I have a realistic career plan, an excellent CV to support my applications and the wherewithal to land interviews and present myself truly at them - now and in the future