

Career Management

Course objectives

At the end of this programme you will:

- have analysed your skills and understand your strengths;
- know what motivates you at work and gives you job satisfaction;
- be clear on your career choices and the direction you want to take;
- know what it takes to achieve your short, medium and long term goals;
- renew your determination to move forward;
- have clear pointers to sell yourself effectively;
- have an action plan to take forward and apply.

Programme

0930 Introductions and objectives

Understanding your way forward

Myths and realities about careers

Strengths and weaknesses exercise

Motivators and work satisfiers exercise

Gaining direction

Determination, drive and attitude

Career Planning - SMART goals and milestones

Lunch

Achieving your goals

Good sources of information

Exposure, image, work performance

Networking skills

CV's, Application Forms and interviews

Continuous learning and studying

Flexibility, perspective and time management

1630 Review and action plans

Evaluation and close