

CAREER MANAGEMENT - 4 KEYS TO SUCCESS

Career management revolves around the 4 key areas. This exercise will help you review your goals and needs and allow you to develop insight in how to achieve them with intention.

KEY #1: ASSESS

Assess and create a description of your personal wants and needs in a career. (This is irrespective of a particular job or role type.)

- ♦ Where am I today?
- ♦ What is important to you in a role/company?
- ♦ What are your top five values you are looking for in a role/company? (in priority order)
- ♦ How many of your top five values can reasonably be attained in your present job?
- ♦ What do you enjoy in a job?
- ♦ In general, what are the top 5 job characteristics you are looking for?
- ♦ What are your strengths and development needs?

Keeping in mind your values, job satisfactions criteria, and strengths, describe your perfect job.

- ♦ What Competencies Would You Use Regularly?
- ♦ How Would You Spend a Typical Workday?
- ♦ What Would You Accomplish in This Job?

KEY #1: INSIGHT

This section is a baseline that will set your expectations of what you are looking for, in your next step, and alignment as a person.

KEY #2: EXPLORE

Explore and create a list of possible career options or opportunities for further consideration.

What Are My Options?

- ♦ How will business trends influence my future?
- ♦ Acknowledge the trends in your organization:
 - ♦ What challenges will your company be facing in the next 1 to 2 years?
 - ♦ What areas of your business are growing? Are declining?
 - ♦ What is happening to our customers? To our competitors?
- ♦ How can your unique strengths and experience best help "Company X" meet these challenges and opportunities?
- ♦ Will your strengths be in demand, or must you develop new ones to maintain your competitive advantage?
- ♦ How will technology affect your position? What must you do to stay current?

How can you learn about opportunities?

- ♦ What competencies are most critical to the position?
- ♦ How did you get into this position or profession?
- ♦ Is there a typical career progression into this position?
- ♦ What developments within the company could affect future opportunities? Is the field growing?
- ♦ How is the supply of qualified candidates? Are there too many or too few?

What career paths could you pursue? (within your organization or outside)

- ♦ Job Expansion – which we are working on through projects and other activities
 - ♦ Lateral Move
 - ♦ Vertical Move
- ♦ What position would interest you?
- ♦ What is appealing about this position?
- ♦ What competencies are required in this position? What current competencies do I have that align with this position? (should come from those listed above)
- ♦ How readily available are opportunities?
- ♦ How long will it take to develop for this position? (competencies/skills would be placed in your development plan and activities you join)

KEY #2: INSIGHT:

Relooking at your values, competencies, and key characteristics... how might these insights change your perspective on opportunities? While there is a sense of “you don’t know what you don’t know”, if we were to reexamine your options, we may have a new lens in which to operate and find opportunities.

KEY #3: ANALYZE

Analyze a career opportunity that you will pursue.

Where Do You Want to Go?

- ♦ How do the opportunities you have identified match your needs?
- ♦ Identifying the right opportunity will require matching your needs based on several criteria:
 - ♦ Values – How does the opportunity match your values you listed above?
 - ♦ Job Satisfaction - Determine if each of your job satisfaction characteristics is a match with your potential opportunities.
 - ♦ Practicality Match - Determine how practical your opportunities are by considering the factors of money, time and location
- ♦ Which Opportunity Will You Pursue?
- ♦ Based on the above, there should be several clear roles that you may be a fit for and can quickly align too.
- ♦ This also factors in the business climate, that will also impact what roles may or may not be available

KEY #3 INSIGHT:

Are there other roles/opportunities that offer you the same wants/needs/interests that are outside of your current role or organization?

KEY #4: ACT

- ♦ Build a plan for developing and measuring the skills and behaviors which are required for your desired opportunity.

FINAL KEY INSIGHT:

This last step is about “What Do I Need to Do?”. You have done the hard work, put it all together into a clear action plan for intentional transition and preparation for such activities may assist in getting to your new opportunities sooner.



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