**Career Development – Task Book 2**

**Strategies used to manage changes in personal employment circumstances**

* Personal employment circumstances – voluntarily leaving a workplace, being fired, changing your work patterns/hours, changing careers

**Up-skilling/retraining**

* Generally involves further training or professional development.
* No longer a job for life – qualifications constantly need updating
* Some jobs are becoming obsolete
* Changing demands of jobs, need to remain up to date with trends, technology etc
* Job related skills –eg communication, initiative, teamwork, adaptability
* Gain new skills
* Additional benefits – networking, inadvertent skills learnt
* New direction
* Might involve – attending further education such as University or TAFE to improve current qualifications (up skilling) or gain new qualifications (retraining) – this will improve your employability (competitiveness for job vacancies)
* Some upskilling or retraining might be provided for by your employer (could be part of your performance management or new direction the company is heading in)

**Individual pathway plan (IPP) analysis**

* Source of self-reflection, self-awareness and goal setting
* Provides you with a means of taking stock of where you are at, where you want to be and how you can get there.
* Dynamic – should be refined over time depending on changing circumstances and achievements

**Refine own electronic individual pathway plan (IPP)**

**Refine own electronic career portfolio**

* Electronic portfolio – might be placed on e-portfolio site or referred to in a job application
* Increasing in use/popularity
* Means on on-line presentation – effect for employers searching for talent rather than advertising
* Means of e-networking
* Important to keep it up to date – customise to suit job you’re applying for

Might include:

* Images
* Work samples
* Multimedia – eg iMovie
* Blogs
* Hyperlinks
* Electronic files – CV/resume
* Scanned files – eg certificates, awards
* Highlights your technical abilities
* Record of personal achievements/details – eg transferable skills, work history, referees, associations

**Explore future learning options for own personal and professional development**

Formal or informal – training institution such as uni and tafe, exchange programs, secondments, internships, mentoring

Benefits of further learning

* Boost confidence, self esteem
* Increases our adaptability to change, less risk adverse
* Improve life satisfaction
* Challenges our ideas, beliefs
* Fun
* Deepen self understanding – make us more forward looking, improve our self awareness
* Develop/enhance curiosity
* Make us more interesting
* Widen our understanding, interests, perspectives
* Improve/widen our skills – making us more competitive in the global job market

**Benefits of workplace mentoring for both the mentor and mentee**

Senior employees show new employees how the business operates.

Improves employee performance & hence job satisfaction

Benefits for mentees

* Support, encouragement, friendship, higher morale
* Help with teaching strategies/subject knowledge
* Discussing, sharing ideas
* Feedback, constructive criticism – improved job role knowledge Increased self-confidence / Shared successes
* Career affirmation, advancement, commitment – higher job satisfaction
* Observing a role model
* Reflection

Benefits for mentors

* Collegiality, collaboration, networking
* Reflection
* Professional development
* Personal satisfaction, reward/growth
* Interpersonal skill development
* Enjoyment, stimulation, challenge Improved, revitalized work practices
* Role satisfaction

Benefits for the organisation

* Improved productivity and efficiency
* Knowledge management and retention
* Contributes to/good for profession
* Less work for Managers in supervision/problem solving
* Retention/continuity of staff – less staff turnover / succession planning
* More effective leadership
* Improved communication/partnerships within the workplace
* Good PR for organisation – attractive to community, customers and potential employees