



# Career Planning



## What is Career planning?

Career planning is the ability to understand the career decision-making process & the importance of making informed decisions. It is about being able to developing and manage one's career, to make informed decisions, to develop a career vision and set long-, medium- and short-term goals. Career planning is also the ability to define priorities and action plan and to take action in order to implement the action plan.





## What is Career planning?

Career planning is an ongoing process which starts at any point of a career. It usually starts from high school and university and continues throughout your whole working life.

Career planning can be considered as “a deliberate process of becoming aware of self, opportunities, constraints, choices, and consequences; identifying career-related goals; and "career pathing" or programming work, education, and related developmental experiences to provide the direction, timing, and sequence of steps to attain a specific career goal.” {McMahon and Merman: 1987).

“Career planning is used throughout one’s career to point an individual in the right direction” (Doyle, 2015).

# The role of Career Planning in our life



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Career planning skills will enable you to manage your career successfully.

It will enable you to define career goals that match your interests, skills, values and opportunities in the labour market.

It will also allow you to build and implement a well structured career action plan to succeed in achieving your goals.

Career planning skills will also enable you to successfully manage the chosen and unchosen career transitions that you will face.

Above all, career planning will strengthen your ability to make the right decisions at any stage of your career.



# Career Planning Level A - Basic



## The importance of Career Planning skills for basic level learners

Career planning concerns everyone, regardless of age, background, profession or degree. Career planning happens at all stages of work life.

Career planning brings methods to define where you are and where you want to go in your work life.

In this framework, it helps us to be able to identify opportunities that fit us and that could benefit us in our future career.

Throughout our lives and careers, we have to make choices and decisions. Just being aware of it and being prepared for it allows us to be ready to plan our career in the right direction.

# Career Planning



Be aware of the lifelong career planning process



Understand the career decision-making process & the importance of making informed decisions



Identify opportunities which could be suitable for your future career development





## Exercises:

1. Career planning process
2. Career planning quiz
3. The steps in decision-making
4. What is your decision-making style?
5. Barriers to decision making
6. The Smart goals
7. Continuous learning to achieve career goals
8. Adapt yourself to changes and transitions
9. 100 jobs of the future
10. My career plan





# Career Planning

## Level B - Intermediate



## The importance of Career Planning skills for intermediate level learners

It is important to consider a career and a profession in which we will be fulfilled. Career planning will enable you to set career goals that correspond to your desires, your interests, your background, your skills, but also to who you are and what you want the best for your work and personal life.

But a career is sometimes punctuated by change, new opportunities and transitions. Career planning will prepare you to deal with the changes and transitions you may encounter. It will also enable you to solve the problems and challenges you encounter and make the right informed decisions to keep your career moving in the direction you want.



## Career Planning

CAREER  
SKILLS  
PROJECT



Deal successfully with transitions and changes in your career



Take informed decisions for your career plan, including how to solve problems and deal appropriately with influences on your career



Apply career planning skills and set career goals that fit who you are and what you want

## Exercises:



1. Find your Ikigai
2. Your Smart goals
3. The career planning skills
4. Overcome barriers to achieve your career goals
5. How external factors can influence our career decisions?
6. Planning for a mobility
7. Keys to a successful career change
8. Think of a Plan B
9. Be ready for transition
10. Make a career action plan



# Career Planning Level C - Advanced



## The importance of Career Planning skills for advanced learners

Sometimes we have a career goal, we have made decisions but we don't know where to start to implement our career plans. Career planning will provide you with the method to ensure that you take the right steps to implement your career plan and that your career goal will be achieved.

It will also allow you to step back from your plans and adapt them in a considered way in order to suit your new needs and the new direction you wish to take your career in.

For various reasons, we may have to make a career transition in our work life. A career transition does not happen overnight. It requires reflection, time, method and sometimes the support of a career counsellor. Career planning skills enable you to know when it is time to consider this transition, how to organise it and how to implement it.

# Career Planning



Implement a career transition



Reflect objectively on your career plans and decisions and adapt them in accordance with your needs



Implement your career plans and decisions



## Exercises:



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1. Steps for successful career changes
2. Explore professions and the labour market
3. Planning for a career change
4. Be ready for transitions
5. Stages of informed decision-making
6. Atlas of Emerging Jobs
7. Adapt your Smart Goals
8. Remain competitive and active
9. Implement your career action plan
10. Build alternative career paths



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Find more information on  
<http://app.career-skills.eu>