Duration 3 Days

Course Description

The term "career management" is a bit abstract for some people. It sounds like this fluffy, indefinable concept that doesn't really mean a whole lot. In reality, career management is a very significant and specific process that, when done properly, helps to ensure long-term career success.

In order to get the most out of your career, you have to put some effort into caring for it. Left to its own devices, your career may end up wildly off course. Without a structured career management plan, you'll quickly find yourself doing what's easy or convenient or what others want you to do. You may discover that your future goals don't align with your present-day actions. And, before you know it, your career will be managing you.

Who Should Attend

- The course will be of value to line managers, team leaders and supervisors who are or will be responsible for the use and application of career management and appraisal techniques.
- It will also be of value to HR professionals, training officers, personnel staff and others who carry the responsibility for the design and implementation of such arrangements.

Course Objectives

By the end of this course participants will be able to:

- Help you develop skills in generating and using personal data in making career decisions and self-development plans. These self-awareness skills will be of value in many areas of management including leadership, team activities, interpersonal relationships, personal effectiveness and inductive reasoning, not just career management.
- Help you develop a conceptual picture of the job search process and a plan for managing it for yourself and others.
- Help you develop skills in knowing what kind of job data is relevant to you and generate that data.
- Increase your understanding of current career related issues facing individuals and organizations.
- Develop your skills at an essential managerial skill, inductive logic or the ability to reach conclusions from large pools of data under conditions of uncertainty and high personal investment.

Training Methodology

- Based primarily around lectures, the course will include a number of case studies and exercises which will be undertaken in team format
- Discussion groups on certain topics to provide practical application of concepts to the attendees own organization.
- Networking amongst attendees to discuss mutual business issues

Organizational Impact

Implementing the principles promoted on this course will have the following impact on an organization.

- Managerial performance will be improved

- Employees' innovation and productivity will increased
- The engagement of employees with the organization will be improved
- The talent pool will be upgraded
- Behavior will be aligned with an organization's cultural values

Personal Impact

Individuals attending this course will return to their organizations equipped with the theoretical and practical knowledge to be able to implement the most advanced effective career management strategies. This will include knowledge of how to address common problems in this field of knowledge.

Competencies Emphasized

- Leadership
- Planning for successful future to any organization
- Interpersonal skills
- Teamwork
- Self-Development
- Developing others

Course Outline:

1. **Day1**
   1.1. Understanding of career
   1.2. Strategy of success and career
   1.3. Personality and career
   1.4. Theories of career development
   1.5. Process of career planning
2. **Day2**
   2.1. Stages of career development
   2.2. The career management model
   2.3. Career strategies
   2.4. Entrepreneurial careers
   2.5. Values, career and attitudes
3. **Day3**
   3.1. Career management in organization
   3.2. Mentoring
   3.3. Consultations about career development
   3.4. Career management in different periods
   3.5. Stress and career