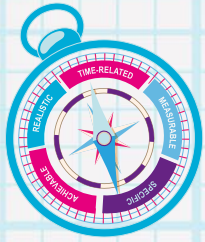


# CAREER

# PLAN OF ACTION





# CAREER PLAN OF ACTION

Career planning is the process of making career choices and putting them into action. An important part of this process is developing your own career action plan.

A career action plan is a written statement that clearly sets out your career goals and the targets you need to meet to make them a reality.

So, before you begin writing your own career action plan, you need to know what goals and targets are, and how you can set them out to make sure they will be useful.

## WHAT ARE GOALS?



Goals are the things you really want to achieve in the future.

They are your dreams or ambitions. In career planning your career goals are what you want to do, or where you want to be.

Goals can be **short-term** or **long-term**.

- **Short-term goals** will take you up to a year to work towards. For example, learning a new skill.
- **Long-term goals** will take you a few years to achieve. In career planning this is the career you want to get into.

## Why are career goals important?

They help you to:

- work out what path you want to take
- work out what you need to do and when you need to do it
- focus on working towards the career that you want.





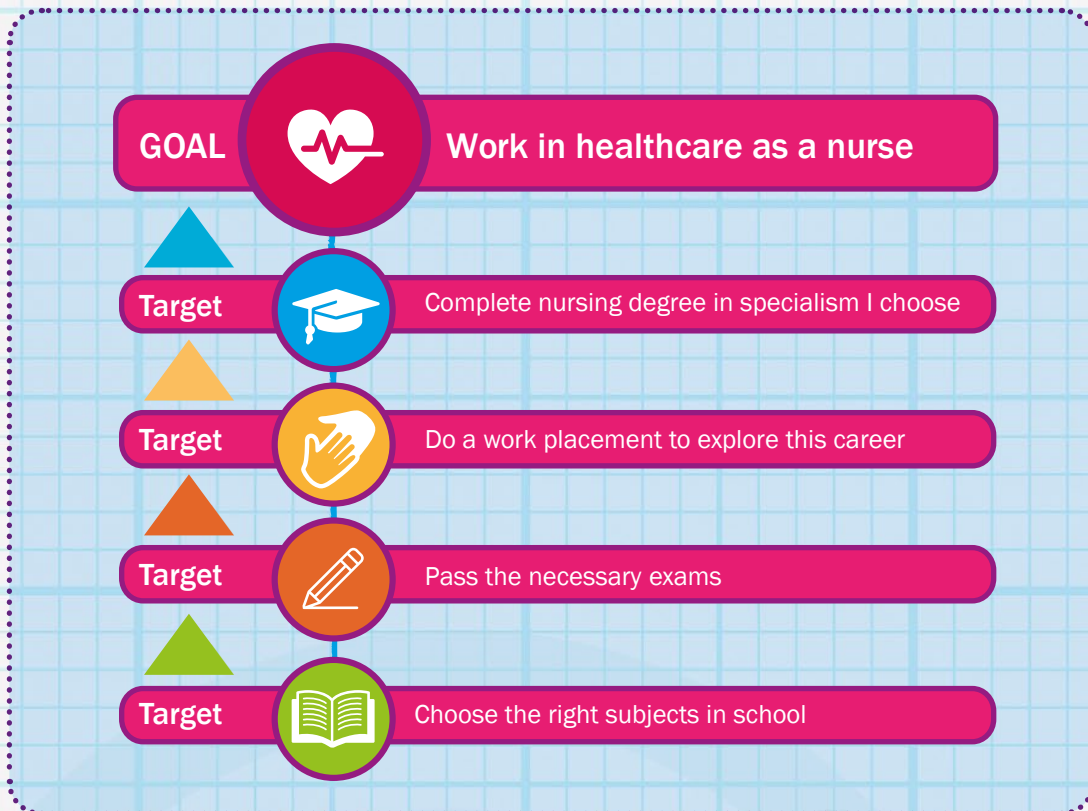
## WHAT ARE TARGETS?



Targets are the steps you take towards your goals.

Your career planning targets are the steps you need to take towards making your long-term career goal a reality.

Below is an example of the steps you might take to plan towards a career in nursing in healthcare.



### Activity: Mindmap

Using the mindmap diagram on the next page, write down an idea for your career goal and then make notes about what targets you think you need to meet to achieve it.



Remember that your career goals and targets can change. You might decide that you want to follow a different career, or that you want to get a job after school instead of going to university. This is normal and you can review your goals and targets at any time.



## CAREER PLAN OF ACTION





# My Career Mindmap

Target

Target

Goal

Target

Target



CAREER PLAN OF ACTION

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## SETTING YOUR GOALS AND TARGETS

Once you have some ideas and it comes to setting your career goals and targets, keep in mind the following points, which also show an example of a career goal.



Make sure that you say exactly what they'll lead you to achieve –

**BE SPECIFIC**

'I want a career as a nurse'



Think of some way that can show you have achieved them – so that

**THEY ARE MEASURABLE**

'I will successfully complete the nursing degree'



Make sure that they are

**ACHIEVABLE** (even if you have to overcome obstacles along the way)

'I already have an interest in working with people and doing a job where I can help them, I like science and I have done basic first aid so know that I am not squeamish'



Make sure that they are

**REALISTIC** for you

'I am good at science subjects at school, am willing to work hard'



Set some deadlines so that you have a

**TIME-RELATED TARGET** for completing them

'I will achieve this within 5 years'



(This is referred to as the **SMART** technique – you can learn more in your own time if you wish )





## COMPLETING YOUR CAREER PLAN OF ACTION

In addition to writing down your career goals and targets, there are some other points to consider.



### DO YOUR SKILLS AND QUALITIES MATCH YOUR CAREER GOAL?

When thinking about your overall career goal, it is also important to think about the skills and personal qualities that are required for you to succeed. Identifying these and thinking about whether they match your skills and personal qualities (or if you could develop them) will help you to set a goal that is realistic.

Whatever your chosen career goal is, you can look at the job profiles at [www.planitplus.net](http://www.planitplus.net) to see the skills and qualities that are suggested. Do you think you are well suited?



### SKILLS AND QUALITIES REQUIRED TO ACHIEVE YOUR CAREER GOAL

It's important to pick goals and targets that are really important to you as you need to be motivated and focused.

You will need to be prepared to persevere if things don't go according to plan at first. You may even need to be able to adapt to a different plan.

**POSITIVITY** **AIMING HIGH** **FOCUS**  
adaptability  
resilience  
SELF-MOTIVATION



Now you're ready to complete your Career Plan of Action!



CAREER PLAN OF ACTION

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# MY CAREER PLAN OF ACTION

Name:

Date:

**I would like to be:**

(This is your long-term career goal. By long-term we mean the next few years. You can put in a general career idea, for example 'working in the travel business' or 'working in the building trade')

**I am interested in this job because:**

(In one or two short sentences write down why you want to get into this job, or type of work)

**I think this job will suit me because:**

(Fill this in to check that you know what the job involves, and how well you match up)

**I have, or can learn,  
the skills the job needs.**

**These are:**

**I have the personal qualities  
the job needs.**

**These are:**

**I have, or can get,  
the qualifications the job  
needs.**

**These are:**

**I have the right subjects  
to get in.**

**These are:**



**The main ways into the job are to:**

(Just tick the ones that apply. There may be several ways in.)

apply for vacancies with local employers

apply for a Modern Apprenticeship

apply for a School Leaver Programme (some firms, especially in the financial services sector, offer these programmes as alternative routes into professional careers)

go to college

go to university

**The steps I need to take to get into the job are:**

(These are the targets you need to achieve along the way. Write down what you plan to do to get into the career. For example: make a list of employers to contact; update my CV or find out about courses at college.)

**I need more information on:**

(For example: local vacancies, local businesses, relevant courses, on the job training.)

**My first step will be:** (Write down the first thing you will do to put your plan into action.)

**If things don't work out my Plan B is to:**

(A Plan B is a second plan to fall back on if things don't turn out as you hope. This could be to: contact your careers adviser; apply for a college course, apply for your second-choice job.)

**I will update my plan by:**

(Enter a realistic date. You should try to review your plan at least once a year.)





## INFORMATION

This action plan will help to think about your career goal and the steps you will need to take to make it happen.

You may not have a clear idea of what you want to be when you leave school (or college or university). **This is perfectly normal!**

Even people who do have definite career ideas sometimes change their mind. Plans change, and so do people.

You may need to make new plans from time to time, either because you change your mind about what you want to do, or because something gets in the way. For example, you may not get the qualifications you need to get in, or be able to find the right vacancy in your local area.

