

WENDY HIRSH & CHARLES JACKSON

PLANNING YOUR CAREER

I N a W E E K

Start your career planning in
seven simple steps

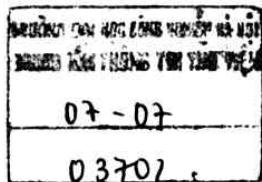
Planning Your Career In A Week



Wendy Hirsh and Charles Jackson have researched and written extensively on the subject of career development. They have worked with people in many occupations, sectors, countries and at different life stages. They also advise leading employers on strategies for career development and how to deliver practical career support to their employees.

Planning Your Career In A Week

Wendy Hirsh
and
Charles Jackson



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Introduction

Work is an important part of our lives. We rely on it for income, but many of us also want more. We expect work to be stimulating, to use our skills, to make a difference and to fit in with our other commitments and interests.

We often seek a sense of moving forward in our working lives. This is what many people mean by the term 'career'. Some people get that sense of moving forward from pursuing quite conventional and structured careers, for example in established professions. Most of us, however, have to make our own careers by seeing what we might like to do and then finding ways of getting there. Our ideas and opportunities often change along the way. You can see your career as your own evolving story of your working life.

However, very few of us put much effort into planning for the kind of career we want. Thinking about where we are going at work is something we all need to do throughout our working lives.

The nature of work and employment is always changing. When economic times are difficult, we need to show potential employers that we have something special to offer. We may also need to be more flexible in our plans. New kinds of jobs emerge all the time and many labour markets are becoming increasingly specialized. This means we need to find out more about the kinds of jobs which interest us, and we need to understand what employers are looking for and how people get these jobs. Employers are looking for people who will fit their organizational culture as well as possess the right skills.

Careers also operate differently in different countries. For example, how you ask for information or contact a potential employer needs to be approached in a way that fits the local culture.

Career planning is not something we need to do alone. You will see that there are many ways in which we can get help and support from other people. The Internet and social media are

also changing many aspects of how we interact with education and the job market. Technology is putting huge amounts of job-related information within our reach. Social networking sites further extend the ways we can contact other people and talk about our career experiences – and theirs, too.

By working through a simple series of steps and exercises, you can help yourself to be clearer about what you want, what your options are, and how to move forward. If you want to use this book to go through these steps, you should begin by deciding where you will keep the information you will be generating: a computer file or physical notebook. Exercises in each chapter will help you build this collection of information and reflect on what you are learning about yourself and the process of career planning as you go along.

We shall look at one step in this process of career planning on each day of the week:

Sunday What do you want from work?

Monday What kind of job would you enjoy?

Tuesday What are you good at?

Wednesday Identifying your career options

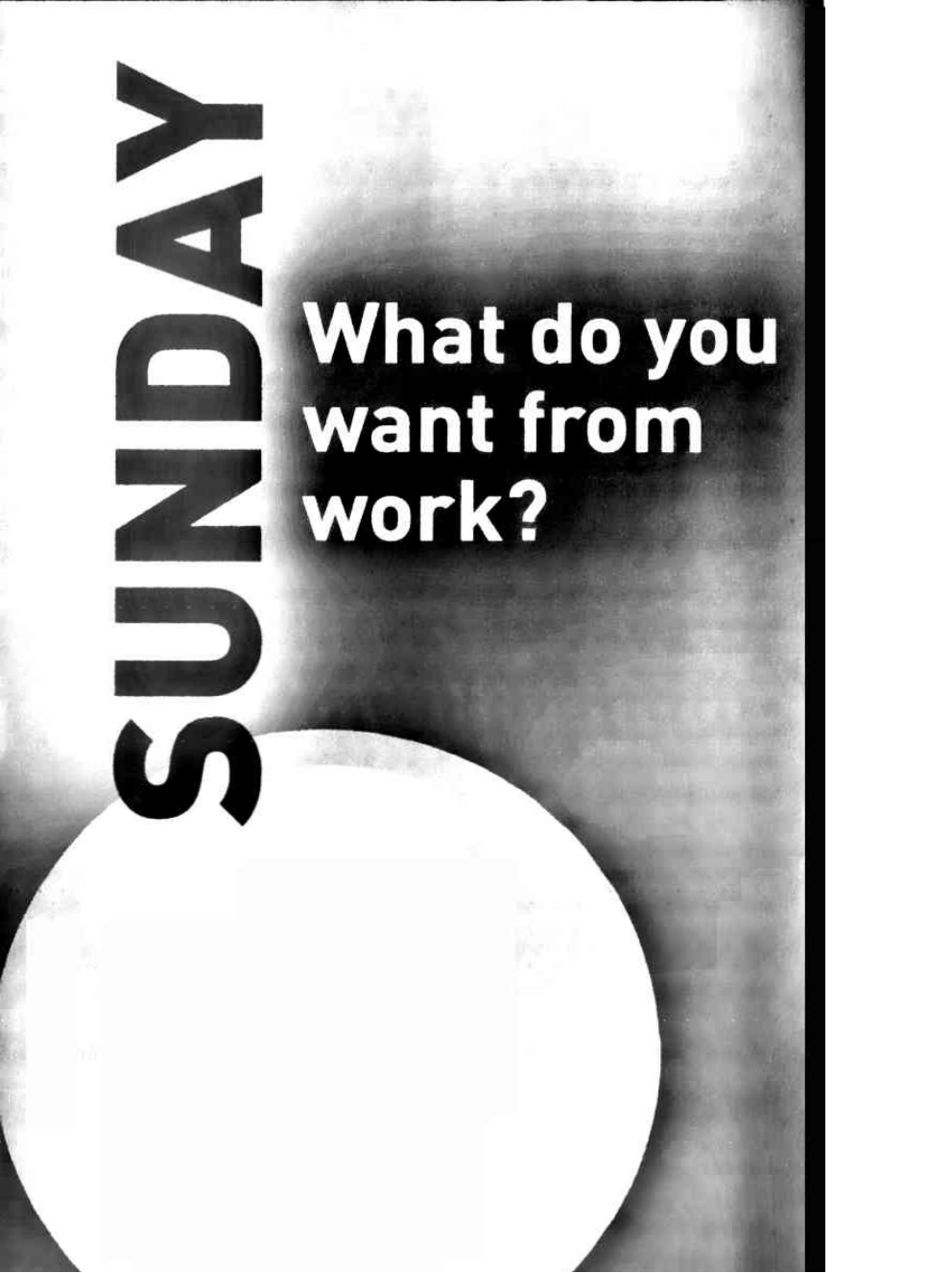
Thursday Collecting information

Friday Making choices

Saturday Taking the first steps

At the end of each chapter you will find a set of multiple-choice questions to help you check your understanding. Each of these questions has one correct answer. There is also a set of prompts to help you reflect on your own career planning progress. These do not have correct or incorrect answers! You might like to add these reflections to your notes from the exercises as you go along. At the end of the book there are 7 × 7 sets of ideas, information sources and practical tips.

Wendy Hirsh and Charles Jackson



SUNDAY

**What do you
want from
work?**

