

Emelie joya career plan

Career Plan - Key Strategies and Actions

In your ePortfolio you must complete a career action plan. Use this worksheet and complete the following sections. The prompts are here to assist you with thinking through your key strategies and what actions you can undertake to help you towards achieving what is needed for your future career. The aim is to help you to think and consider strategies for what might help you to prepare for future employment.

1. Be self-aware

What actions can you take to really understand your interests, values, skills, personality and strengths?

The way i do this is by self reflection, knowing how experiences made me feel, how affective was my work was there any contributing factors that biased my outlook, is it something i need to work on are the questions I ask myself. Also trying different things and gaining knowledge and using skills audits and values and personality assessments, up keeping your mental health. The last way i do this is by collecting constructive criticism from teachers, instructors, mentors, friends and family etc. Constructive criticism is my way of seeing and viewing other analyzations of my performance due to the fact that i value that feedback as i dont always see my areas that need improvement and it gives me good insight if i have missed anything i need to work on.

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2. Explore your options

What do you need to research to be clear about your options? What could you do to learn more about career options in your areas of interest?

ways of getting educated is to research roles, industries, and career pathways then to align with my skills in administration, operations, business support, and digital development. The process includes understanding job requirements, expected competencies, growth opportunities, and how roles differ across industries and the workplace.

for further education I will research job descriptions, labor market trends, and employer expectations through platforms such as LinkedIn and professional job boards. I analyze and have a look at the process of a process or typical role and what is needed look and the skill sets required for certain roles and what it consists of. Looking at the time frame, it takes to acquire those and the realistic time frame it will take me to learn them

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3. Gain experience and insight

What actions could you take to help you learn more about your industry or find opportunities to develop your skills or find work experience opportunities?

A few things i do to further my knowledge and gain more skills is to take short courses pert take in day programs, digital self-directed learning programs, further skill building it is something i frequently do in my spare time, good work ethic skills and initiative and going that step further to be well equipped and having a range of skills and competencies under your belt never be a thing that wont be welcomed in your workplace as long as theyre skills that are required in your role to generalized skills and qualities that a good worker possesses. apply for administrative roles in industries I'd like to be in just to observe operations and what roles I'd like to be in and just get an idea and more insight on the day-to-day duties. Networking with professionals, attending industry events, and engaging with online professional communities will further support my understanding of industry trends and open opportunities for mentorship and future roles. The

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4. Evidence your skills (knowledge, skills and attributes)

What action can you take to find out more about what skills you might need to develop in your future career? How might you document/record these?

I review constructive criticism from my mentors, peers, family asking what strong points I have and which ones I don't. I research more about the topics, I talk to people in the field, analyze professionals of the career on linked in that roles paved the path onto that pathway into to industry. looking analytically at job ads for repeated skills in multiple ads if the skill appears more than once then it will be relevant to your role. testing yourself is a good skill for example with internships, part-time work, simulations, case comps, or freelance projects. Skills gaps show fast. document these and then make a structured goal plan to target these skills. Listening to TED talks and presentation and speakers especially if they are high up in the industry you would like to be in are so valuable it could stop you making a mistake that they made that you didnt really realise you were making or from avoiding mistakes they made, from their presentation or motivational speeches could give you the tools to trouble shoot or identify gaps and areas that need improvement.

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5. Develop networks

List three things you could do to start building your professional networks.

Connect with industry professionals, alumni, and recruiters *with a short personalised message*. Comment intelligently on their posts so your name actually sticks.

Attend industry events, guest lectures, career expos, workshops, and webinars. One decent conversation beats collecting 20 business cards you'll never use.

Internships, part-time roles, volunteering, student consulting projects, or freelance work. networks grow fastest when people respect your output. when at events, sometimes talking to that random person who doesnt look like theyre having a conversation with anyone at the time is worth going and introducing yourself to them. Participating in voluntary events and collaborating work with people. lastly getting involved in some social groups online such as groups on linked in facebook or just clubs/associations in person as well.

Word count: 124

Source: Griffith University Careers and Employment Service (2020)