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| **FOCUS AREA** | **STRENGTHS, VALUES, INTERESTS AND CAREERS** |
| **Activity** | **Create your career plan** |
| **Duration** | 45 minutes |
| **Learning outcomes** | *Topic Coordinator to map to learning outcomes* |
| **Resources needed** | * [Student worksheet](#WORKSHEET) * [Career planning ideas](#CareerPlanningIdeas)  * [Five traits of planned happenstance](https://staff.flinders.edu.au/content/dam/staff/learning-teaching/employabilty-toolkit/five-traits-of-planned-happenstance.pdf) * [SMART goal setting – career planning](https://staff.flinders.edu.au/learning-teaching/employability-toolkit) activity (optional) |
| **Associated toolkit task** | [5 minute oral presentation and 1000 word reflective summary](https://staff.flinders.edu.au/content/dam/staff/learning-teaching/employabilty-toolkit/strengths-values-interests.docx) |

## Activity description

## Students will learn the value of creating a career plan that brings their interests, strengths and skills, values, aspirations and areas for development into one document and outlines the actions to be taken to reach their goals.

## PART A Your career interests [10 minutes]

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| **Format** | **Steps** | **Resources** |
| Individual exercise | 1. Using the **student worksheet (PART A)**, students will write a general description of the career field they plan to pursue and why this appeals to them. | [Student worksheet (PART A)](#WORKSHEET) |
| Partner exercise | 1. In pairs students will share what they wrote in **student worksheet (PART A)** with their partner. |

## PART B Where are you now? [10 minutes]

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| **Format** | **Steps** | **Resources** |
| Partner exercise | 1. Using **student worksheet (PART B)** as a prompt, students will take it in turns to discuss their values, interests, personality, skills and how these align with the specified career field, recording any notes. | [Student worksheet (PART B)](#WORKSHEET) |

## PART C How might you progress your career aspirations? [10 minutes]

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| **Format** | **Steps** | **Resources** |
| Partner exercise | 1. Using the **career planning ideas** table as a tool for discussion, ask students to brainstorm the career development activities that might be useful to work towards their career aspirations. 2. Encourage students to take notes in the **student worksheet (PART C)**. | [Career planning ideas](#CareerPlanningIdeas)  [Student worksheet (PART C)](#WORKSHEET) |

## PART D Leveraging change and chance opportunities [10 minutes]

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| **Format** | **Steps** | **Prompts** | **Resources** |
| Facilitator-led discussion | 1. Show students the **five traits of planned happenstance**. 2. Ask them to read the introduction to **student worksheet (PART D)**. | * Have you ever been in the ‘right place at the right time?’ * Do you think we can plan for chance events to happen? * Can you think of occasions where you have been curious, optimistic, persistent, flexible and/or taken a calculated risk? | [Student worksheet (PART D)](#WORKSHEET)  [Five traits of planned happenstance](https://staff.flinders.edu.au/content/dam/staff/learning-teaching/employabilty-toolkit/five-traits-of-planned-happenstance.pdf) |
| Individual or partner exercise | 1. Students work through the questions in the **student worksheet (PART D)**. | * Self-reflection takes time - complete this in your own time. | [Student worksheet (PART D)](#WORKSHEET) |

## PART E Set some goals [1-5 minutes]

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| **Format** | **Steps** | **Prompts** | **Resources** |
| Facilitator-led | **Either:**   * Combine this activity with the **SMART goal setting – career planning** activity (if students have not previously completed a similar goal-setting activity). | * A Career Plan always includes goal-setting. * You may need to complete this in your own time. | [SMART goal setting – career planning](https://staff.flinders.edu.au/learning-teaching/employability-toolkit) activity (optional) |
|  | **Or:**   * Reinforce the importance of setting goals and encourage students to complete **student worksheet (PART E)**. | [Student worksheet (PART E)](#WORKSHEET) |

## PART F Finishing up – key messages to convey to students [5 minutes]

**Facilitator:** Ensure that you have reinforced these key messages during the activity or reinforce them at the end

* Your Career Plan won’t be completed in one hour – it requires your time, research and self-reflection – and you are encouraged to complete it in your own time.
* Make sure you take some time to set some goals in **student worksheet (PART E)** – goal-setting is critical to enabling a step-by-step approach to career planning so that what can seem vast and daunting is reduced to achievable components.
* Review your career plan every six or 12 months to make sure it’s still relevant.
* Adjust your career plan and keep working towards your goals.
* If you are feeling unsure or uncertain about your career plans, this is normal! Turn your uncertainty into curiosity and ‘just start somewhere’, setting some goals to explore further.

## Tips for teaching staff

**Further reading:** Mitchell, K., Levin, A., & Krumboltz, J. (1999). Planned Happenstance: Constructing Unexpected Career Opportunities. *Journal of Counseling and Development,* 77, 115-124.

## Your career plan

This career development plan template can be used as a tool to guide your thought process, provide ideas about career development opportunities you can undertake while you study and map your progress over a chosen period. It is intended to be used in conjunction with Career Hub, which provides you with links to career resources, tools and websites that may be helpful in planning your career.

## PART A What do you want for your career? Where do you want to go?

Write a general description of the career field you plan to pursue and why this career field appeals to you. If you are not sure where to start, go to the [course specific resources](https://careerhub.flinders.edu.au/students/infoPages/detail/9/supportandresources) on CareerHub to learn about careers related to your area of study.

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## PART B Where are you now?

My values: What's important to me? How do I want work to fit into my life? What matters most to me in a job? Values are what drive our decisions, the friendships we make and, ideally, the work that we do?

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My interests: What interests, activities or roles do I enjoy? What do I really not like to do?

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My personality: What are my personal qualities – for example, responsible, creative, perceptive, friendly? What are my strengths?

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My skills: What am I good at? What am I not so good at?

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Explain how your interests, work values, skills, and aptitudes align with, and will be useful in, this career field. You can list more than one career field.

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## PART C: How might you progress your career aspirations?

What could you do now – or schedule for later – to help you reach your career aspirations? Refer to [career planning ideas](#CareerPlanningIdeas) for inspiration.

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**PART D Leverage change and chance opportunities**

Ever been in the ‘right place at the right time’? Or heard people say ‘I never expected to be a [insert occupation]’. In an increasingly uncertain world, where careers do not tend to follow linear pathways, career theorists have found that chance can play a key role in career paths and satisfaction. Unplanned events can bring opportunity. It sounds like a contradiction, but they have identified that we can plan for chance events to happen. Keeping an open mind and flexible career plan and cultivating five key traits – curiosity, persistence, flexibility, optimism and risk-taking – can maximise your chances of being in the ‘right place at the right time’. And remember ‘uncertainty’ is the new career normal: turn it into curiosity.

**Curiosity:** When have you shown curiosity in the past? What are you most curious about in your career and how can you find out more? What new activities could you try? (e.g. industry connections, professional development, explore less obvious career paths, go to an event etc)

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**Persistence:** When have you demonstrated persistence in the past? Did this pay off for you? What challenges may you face in future and in what ways can you persist? What strategies could/have you used to overcome challenges? Who can help?

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**Flexibility:** When have you had to change plans? What was the outcome and what qualities helped you navigate the change? How might you draw on these qualities for your future career plans?

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**Optimism:** What future possibilities relating to your career/s of interest excite you the most? Be optimistic – assume good things may result from accepting unexpected invitations, attending networking events, trying new activities, and saying “hello” to others.

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**Risk-taking:** Have you ever taken a risk? If you had unlimited resources and couldn’t fail, what would you do? How might you take a step outside of your comfort zone? (e.g. ask someone for an informational interview, start a blog, go to a networking event)

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**PART E Set some goals**

**Make these SMART: specific, measurable, action-oriented, realistic and time-bound**e.g. By [add date] I will have identified 3 volunteering opportunities that I will apply for by [add date].

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| **Professional Skill Development**  What skills do you want to develop and how will you develop them? | **Career Development**  What knowledge and skills will help you gain employment and manage your career? | **Sector Experience**  How are you applying your skills? | **Professional Connection**  How are you building an understanding of, and connections with, your industry? |
| For example:   * Teamwork * Leadership * Emotional intelligence * Public speaking * Critical thinking * Networking * Creative thinking   Consider joining the [Flinders Horizon Professional Development Award.](https://careerhub.flinders.edu.au/students/infoPages/detail/92)  Participate in student clubs or associations - be alert for any opportunities to hold an office, be a mentor, volunteer at events, be a topic representative or participate in a committee. Check out the Flinders University ‘[get involved’](https://students.flinders.edu.au/uni-life/get-involved) page. | Learn about your [career interests, strengths, values & skills](https://careerhub.flinders.edu.au/students/infoPages/detail/142).  Discover career pathways with your degree, start with your dedicated page on Flinders Career Hub: [Navigate via your College here.](https://careerhub.flinders.edu.au/students/infoPages/detail/9/supportandresources)  Develop your career management skills - for example attend [Job Hacks Workshops](https://careerhub.flinders.edu.au/students/events/Type/38/job-hacks):   * Career planning * Networking * Resume & LinkedIn development * Job search strategies * Writing cover letters * Interview skills   Regularly monitor Job Boards to follow jobs in your sector, from entry level to graduate and more senior roles to hone your understanding of career pathways and possibilities. See the [Job Searching Guide](https://careerhub.flinders.edu.au/students/infopages/detail/508) on Career Hub. | For example:   * [Volunteer](https://careerhub.flinders.edu.au/students/infoPages/detail/3) with an organisation related to your career and/or interests. * Explore [vacation work](https://careerhub.flinders.edu.au/students/infopages/detail/343), [internships, virtual internships](https://careerhub.flinders.edu.au/students/infoPages/detail/288) and [employment opportunities whilst studying](https://careerhub.flinders.edu.au/students/infoPages/detail/308). * Undertake an [elective topic placement](https://students.flinders.edu.au/my-course/placements) if you can, maximise your learning, professionalism, connections and opportunities on placement. * Ensure you have suitable referees who can speak to your experience and skills, including their contact details. | For example:   * Become a member of a Professional Association. * Attend Professional Association events including online and networking events. * Follow sector leaders and organisations on LinkedIn and other social media channels (keep your social media presence professional and current). * Get to know your tutors, lecturers and make campus connections. * Seek a mentor in your sector. * Subscribe to news and alerts in your sector. * Set up job alerts with organisations of interest to you and follow their social media/newsletters etc. |

**C****areer planning ideas**