

# **Career Planning, Outplacement and Career Anchors**

## **Duration: Flexible**

All career planning, outplacement and assessment is ideally a 1-1 activity where coaching and counselling work hand in hand with knowledge acquisition. Where larger groups are involved, training of the key aspects can occur in a workshop environment with 1-1 interviews and assessments running in parallel. Dependant on numbers the process should focus on the needs of the individual and as a result durations are complex to generalise. However as a guideline we would recommend a budgetary estimate of 2 days per person for 1-1s and 3-5 days for group workshops. Since all our training and development is bespoke, all programmes will be created for the market specifics of the industry and the organisations involved.

We all face career crossroads at some point in our professional life. Often these are planned and orchestrated by our desire to progress and at other times the situation is forced on us through acquisition, merger, redundancy or enforced garden leave.

At each of these points we face career choices that are often made under duress, pressure and with little science or deep thinking. This workshop is designed specifically to help delegates understand their skills, values and motivators so that they can make informed decisions about their next career move.

At the route of these decisions lie your career anchors. These are a combination of the perceived areas of competence and the identification of the values you hold in the highest regard. With the knowledge of your real career anchors you can make informed decisions so you are unlikely to be tempted into new jobs and roles that are 'not really you'.

Through a systematic series of questions and interviews your hidden talents are revealed and through an understanding of the past you will be able to formulate your achievable aspirations in order to plan your career and your new life.

## **Who should attend this course?**

Executives, professionals and managers who have chosen or are faced with occupational decisions that give them the opportunity to re-evaluate their career choices

## **Course Objectives**

Upon completion of this course delegates will be able to:

- Understand the major stages of career development and where you are in the process
- Look at previous and planned career movements, progress and success and make informed decisions based on them
- Develop personal career anchors based an assessment of talents, skills and competences
- Understand how the type of work, pay, benefits, security and promotion system directly affects your job role and your comfort levels within it
- Use the findings of the career interview in order to establish career priorities
- Actively manage your career and be able to plan ahead and work proactively

## **Course Outline**

### **Situation Analysis**

- Your current situation
- External factors that influenced it
- Your view on the situation and your feelings towards the future
- Your preferred options at this point

### **Career Orientations**

- Orientation survey
- Identification of Career Anchors
- Priorities for future careers

### **Career Development**

- Stages of development
- Career movement
- Career progress
- Career success
- Cross functional progress
- Influence and Power

### **Career Anchors**

- Talents, skills and competence
- Motives, needs, drivers and goals
- Judging criteria
- Congruence of value
- Feelings and Emotional Intelligence
- Career anchor concepts
- Types of career anchors

### **Wider Implications**

- Influencers across multiple career anchors
- Power and creativity
- Changes in anchor

### **Individual and Organisational Matching**

- Self insight
- Culture matching
- The Big Rules
- Career Paths
- Incentive systems
- Self management
- AEV index

### **Career Anchor Interview**

- Education
- First job
- Major life events
- Significant players
- Likes vs Competence matrix
- Life Motivators
- Actual vs ideal planning
- Future planning
- Patterns
- The Lottery Question

### **Action Planning**

- Learn how to learn
- Analysis of the job
- Communication of needs
- Managing your career
- What to do next