

Microlearning Sessions Activity

CAREER MANAGEMENT SKILLS

CITIZENS  **ACCELERATOR**

Activity 1: Career Self-Assessment and Goal Setting

Objectives:

- Assess participants' current career status
- Identify career goals
- Create a plan to achieve career goals

Materials needed:

- A4 paper and pens.

Duration:

30 min

Description:

Introduction assessment phase: (5 min)

Ask participants to reflect on their current professional situation and write this down on the top of the paper.

Self-assessment phase (15 min)

Have the participants consider the following questions:

What are your strengths and weaknesses in your current role or career?
Consider your interests, values, and passions.

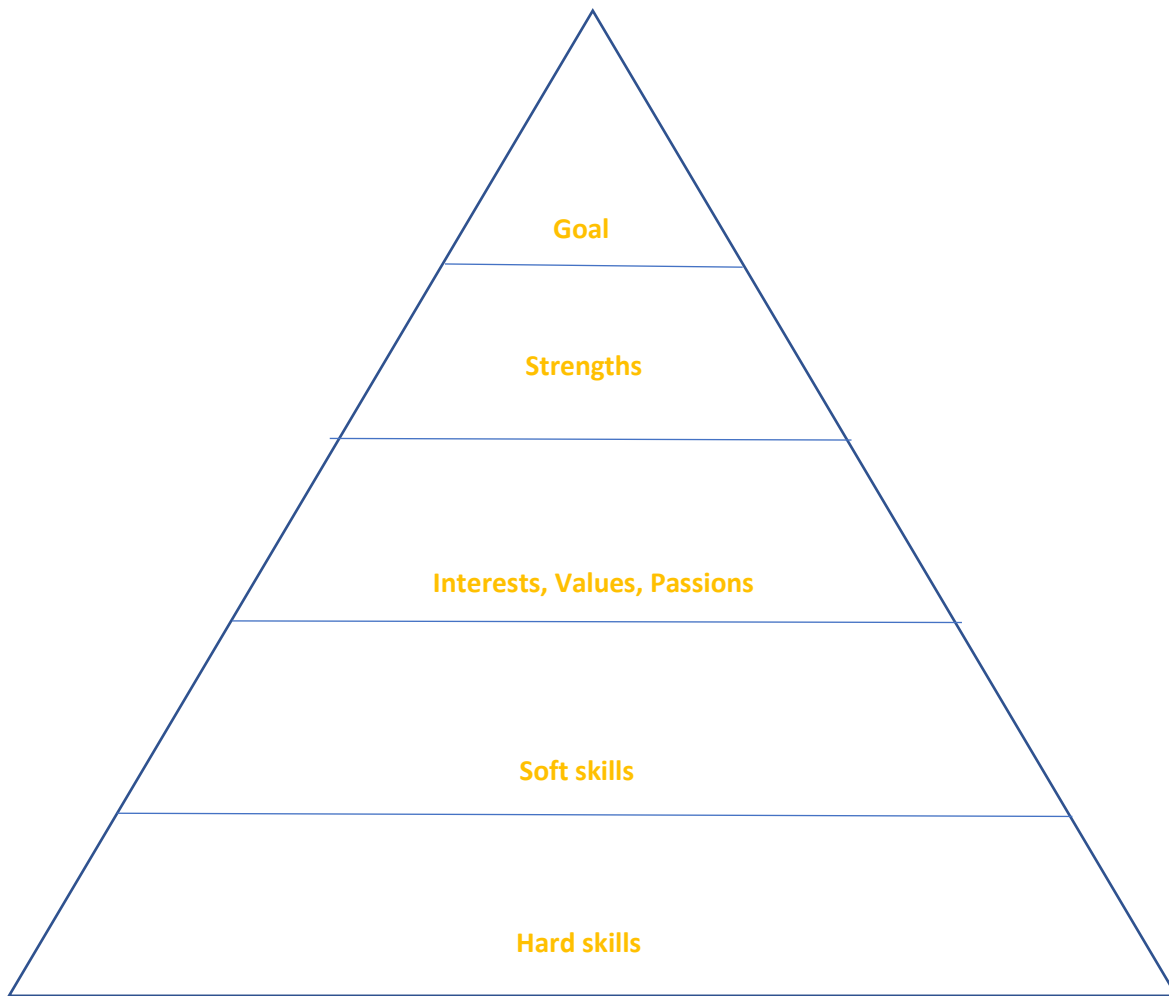
What aspects of your work make you feel fulfilled and which ones satisfy you less?
Take some time to identify your skills: hard skills (technical) and soft skills (communication, leadership, problem solving, etc.).

Which skills are your strengths and where do you need to improve?
Consider your long-term career goals.

Where do you see yourself in one year, five years, and 10 years? What kind of job or role do you want to have in the future?



Ask the participants to fill in the following pyramid based on their responses:



And then ask participants to do the following:

- Based on your self-assessment, set specific and achievable career goals for the short- (one year), medium- (five years) and long-term (10 years).
- Make sure your goals are SMART: Specific, Measurable, Achievable, Relevant and Time-bound.
- Prioritise your goals according to their importance and their alignment with your values and aspirations.

Action Plan (10 min)

Ask the participants to do the following to create an action plan:

- Break down each of your goals into smaller, workable steps.
What do you need to do to achieve these goals?
- Assign time and deadlines to your action steps.
- Create a schedule for achieving each goal.
- Identify potential obstacles and challenges you may encounter and come up with strategies to overcome them.



Debrief and closing (10 min)

Bring the group together so each participant can share their working strategies. Together the group can analyse the identified solutions. Considering different viewpoints and perspectives, they formulate the most effective objectives and solutions.

Remember:

- there are no right or wrong answers, just different strategies for different people.
- career management is an ongoing process and regular self-assessment and planning are essential for long-term success.



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