



CITIZENS ACCELERATOR

Career management skills

Microlearning session



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What are career management skills?

Career management skills are the skills and competences that enable individuals to identify their abilities and aptitudes, directing their actions to achieve goals, enhance their strengths and choose the most appropriate career path throughout their professional lives.

Key competences



1. Self Assessment
2. Time management
3. Communication Skills
4. Work-Life Balance
5. Feedback and Adaptability

Self Assessment

This helps people gain self-awareness and understand what their passions and talents are, which is critical for making informed career decisions.



- **Take time for self-reflection :**

Consider what you excel at, where you have received positive feedback and what comes naturally to you. These are probably your strengths. On the other hand, identify the areas in which you may struggle or receive constructive criticism, which are your weaknesses.



- **Feedback:**

Seek feedback from colleagues, mentors and supervisors. They can provide valuable insight into your strengths and areas for improvement.

Time management



Effective time management can have a significant impact on productivity, job satisfaction and overall career progress:

- Increased Productivity
- Goal Achievement
- Stress Reduction
- Better Decision-Making
- Set Specific Objectives
- Learn to prioritize
- Learn to Say No



Communication Skills

Effective communication plays a key role in various aspects of professional life, it enables:

- Team Collaboration
- Conflict Resolution
- Decision-Making
- Fewer Misunderstandings

Effective communication can be developed over time with:

- Active Listening
- Being Clear and Concise
- Body Language
- Practising Empathy
- Cultural Sensitivity



Work-Life Balance

Time management skills are critical for balancing work and private life, setting priorities, and completing tasks efficiently.



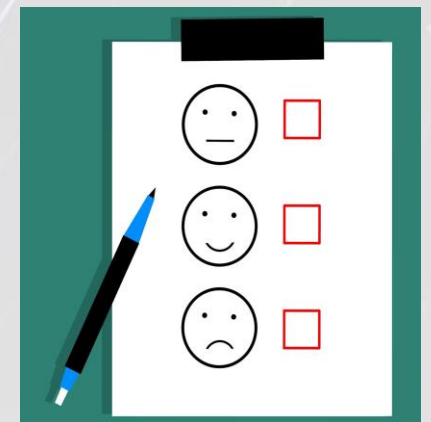
Balancing work responsibilities with personal and family life is critical to long-term career success. Burning out or ignoring your feelings, mental health, and interpersonal relationships, can limit your long-term progress.

Feedback and Adaptability

Being open to feedback and being able to adapt to changes—without becoming overwhelmed by them—is critical in career management. The ability to learn from mistakes, adapt to new challenges, and continuously improve is essential for long-term success.

Encourages:

- **Learning and growth** - Being open to change and learning allows you to acquire new skills and knowledge
- **Problem solving** - Flexibility helps you approach problems from different angles and adapt your solutions to changing circumstances.





Each strategy will be different because each individual's approach is distinct

5 Tips to improve your career management

1. Self-Assessment: Know Yourself

Take the time to assess your strengths, weaknesses, interests, values, and skills. Reflect on your accomplishments, challenges, and what you're passionate about in your career. This self-awareness is the foundation of effective career management.

2. Set SMART Goals: Define Your Career Objectives

Clearly define your career goals using the SMART criteria: **S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**ime-bound. Break down your long-term goals into smaller, actionable steps to create a roadmap for your career.

3. Networking: Build a Strong Professional Network

Actively cultivate and expand your professional network. Attend industry events, join relevant associations, and connect with colleagues, mentors and experts in your field. Networking can provide valuable insights, opportunities, and support in your career journey.

4. Continual Learning: Invest in Professional Development

Embrace lifelong learning. Stay up-to-date with industry trends and acquire new skills. Attend workshops, courses, and seminars. Consider pursuing additional education or certifications to enhance your qualifications and advance your career.

5. Time Management: Prioritise and Plan

Develop effective time management skills to balance your career development efforts with personal life. Set priorities, create a schedule, and allocate time for networking, skill-building, and goal pursuit. Minimise distractions and stay organised to make the most of your time.

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