



Career Lab: Plan, Practice, Succeed

Career Course

PhD Anita Gaile



Career Lab: Plan, Practice, Succeed

1. Introduction to Career Planning
2. Understanding the Career Landscape
3. Job & Internship Search Strategies
4. Preparing for the Job Hunt
5. Professional Skills and Attitudes at Work
6. Long-Term Career Well-Being



Introduction to Career Planning





Career Lab: Plan, Practice, Succeed

1. Introduction to Career Planning

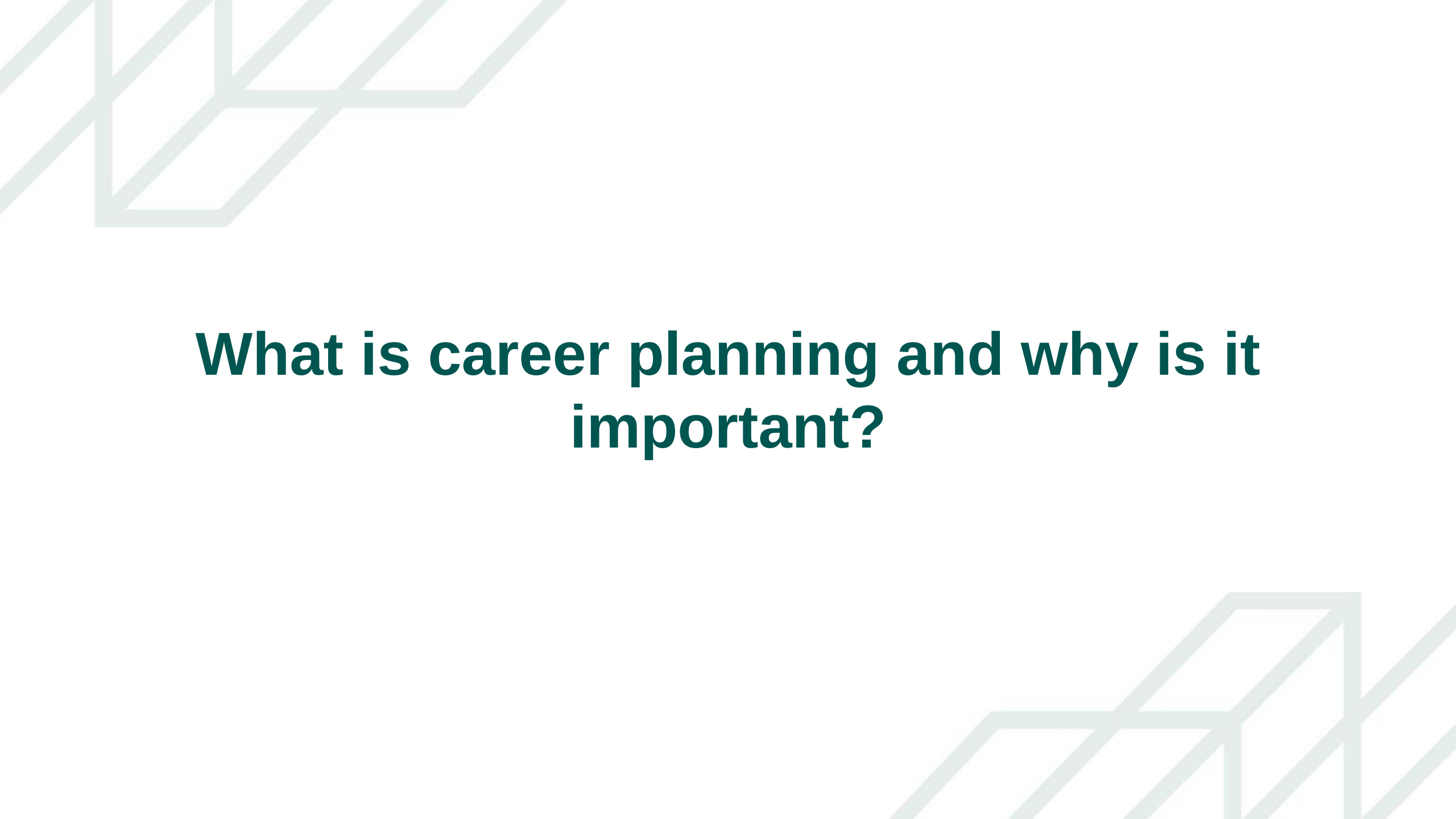
What is career planning and why is it important?

The role of self-awareness in career development: identifying your strengths, weaknesses, values, and interests

Setting meaningful career goals

Overview of career development models and frameworks





What is career planning and why is it important?

Career refers to the movement (of an object or person) through time and (social) space

/Audrey Collin «Encyclopedia of Career Development» pp 63/

The primary meaning of “career” “road” or “hypodrome” and its roots come from french “carrière” , italian “carrier” , originating in latin “carrus” - transportation mean on the wheels



How do you define the carrier?

What is your definition of carrier?

Please define your goal for carrier?





Career success is:

- Achieving skill development goals
- Achieving career goals
- Achieving financial goals
- Achieving personal development goals

/Greenhaus, 1990/



Please define success of your carrier



Career planning

1. Current situation

2. Goal

3. Action steps

4. Support

Career development elements

My competence
My motivation
My values
My interests
My contacts
....

Me

External
environment

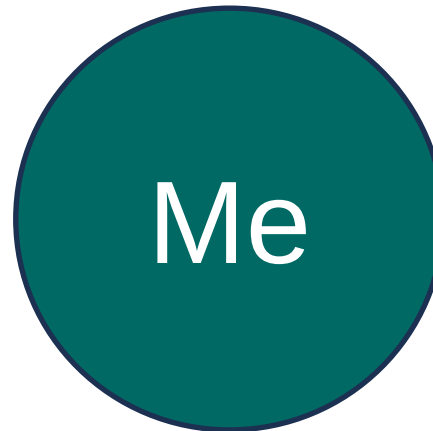
Labour market
Demand for my
competence
Competition...

Career
behaviour

Communication
Collaboration
Development and
growth....

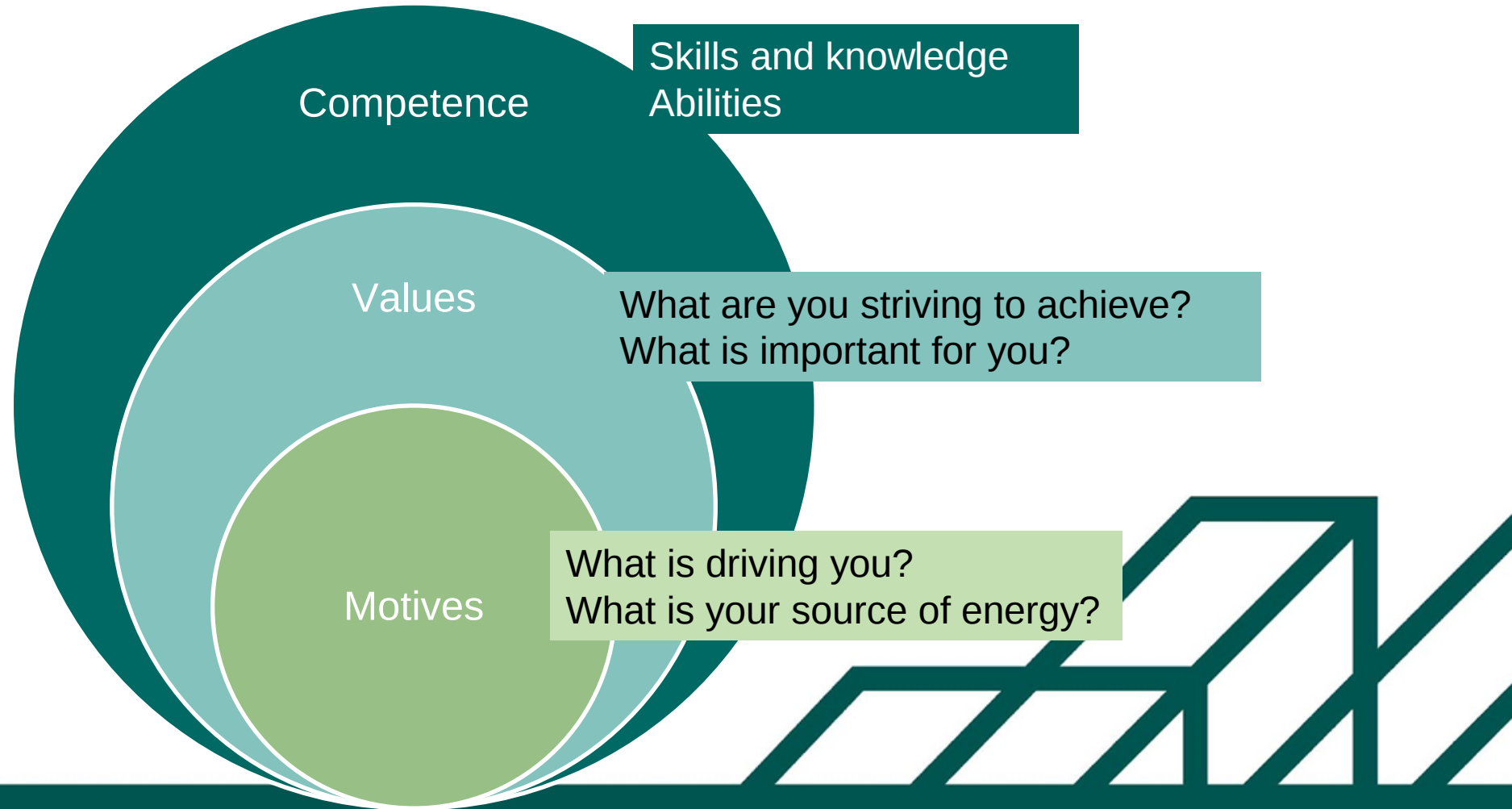
Always start with: ME

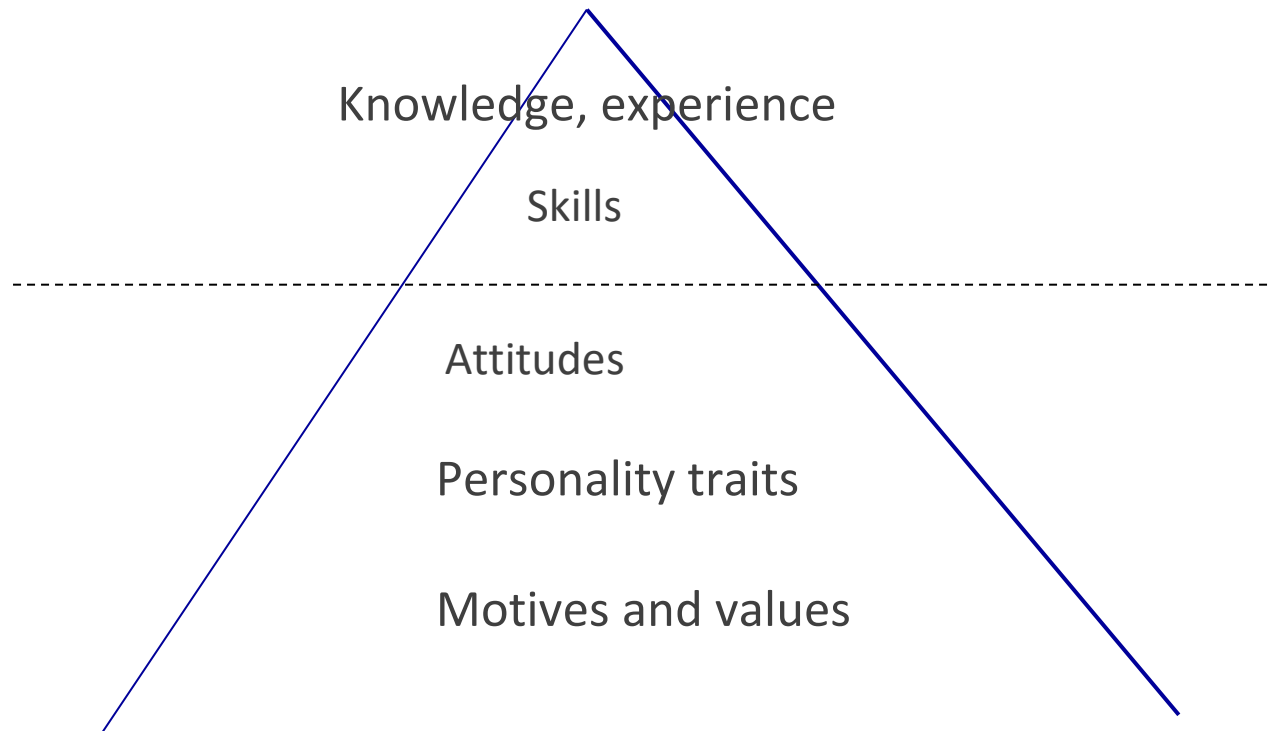
My competence
My motivation
My values
My interests
My contacts
....



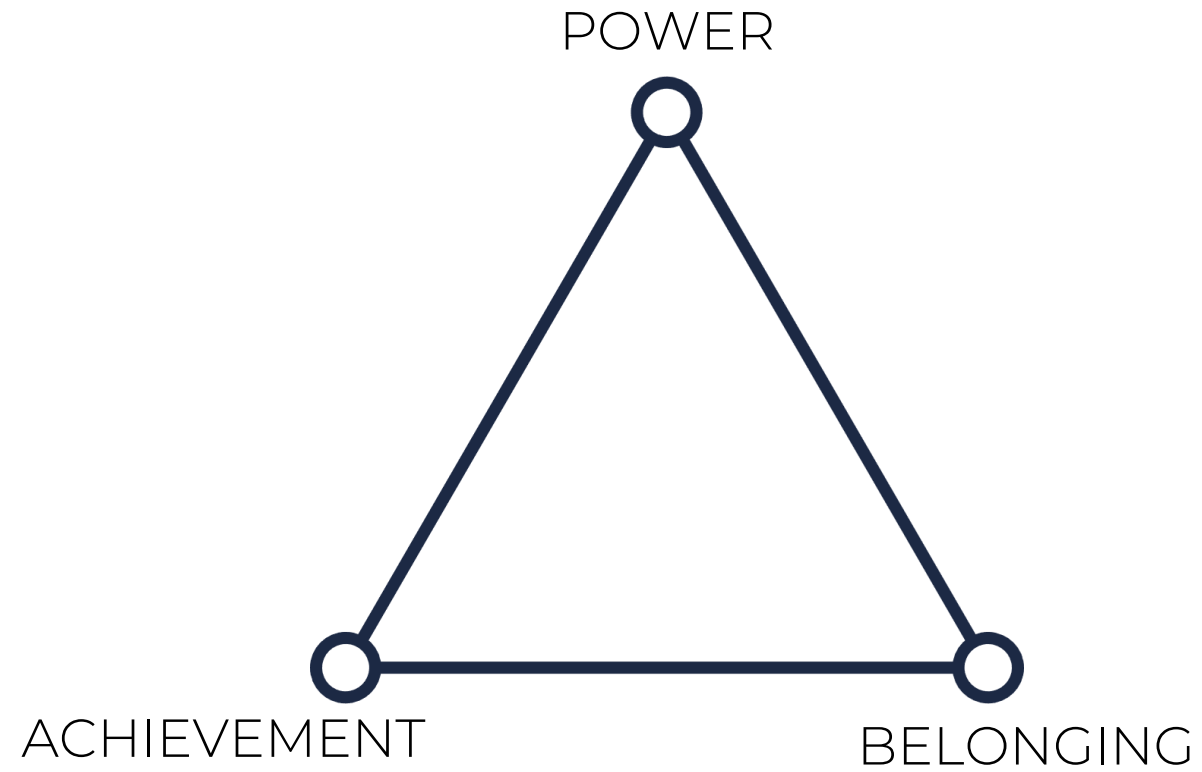
**Self awareness is critical to build
successful career!**

Competence framework





Motives



How to know your motives?

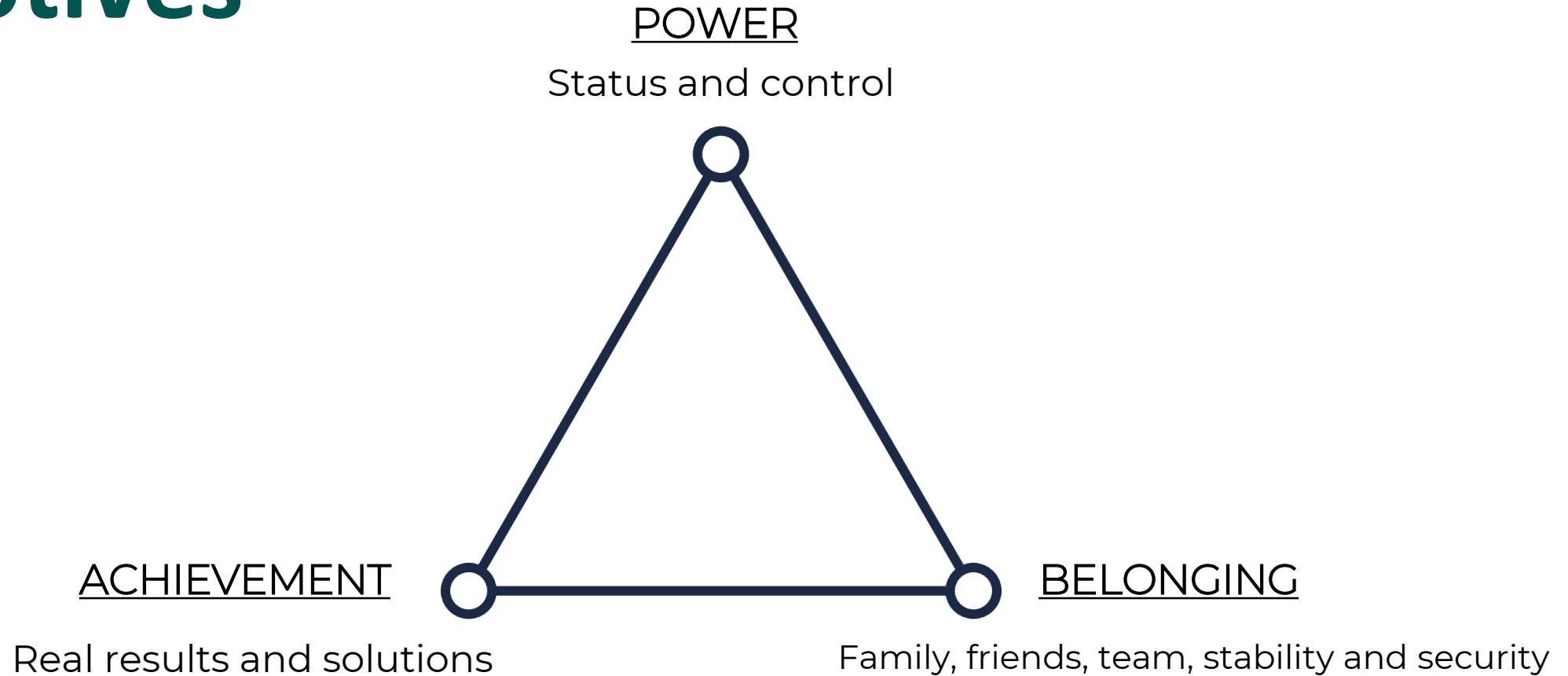
Ask 3 x WHY?

or

Write down – what would make say that you have succeeded in your
career?



Motives



Social motivation - **ACHIEVEMENT**

Pros

- Rational and pragmatic
- Willingness to make and order
- Necessity for new, improvements
- Focus on what is possible, not impossible
- Like «exciting» projects, tasks

Cons

- Impulsive
- Non-patience
- Inability to complete the task
- Willingness to do by one's mind, ignoring others
- High expectations towards him/herself and others



Real results and solutions

Social motivation - **BELONGING**

Pros

- Willingness to help and be liked by others
- Good ability to feel other person's position
- Like to develop and maintain relationships

Cons

- Low risk tolerance
- Inability to take unpopular decisions
- Low emotional endurance, there fore avoids unpleasant situations
- Too optimistic
- Not willing to influence other people



Family, friends, team, stability and security

Social motivation - **POWER**

Pros

- Ability to influence people and situations
- Willingness and ability to control oneself, others and situations
- Good ability to collect information, evaluate risks and chooses the safest solutions

Cons

- Continuous need to improve one's status
- Overcontrol of everything. Might even limit self – improvement.
- Lack of interest about other people
- Uses assumptions, demagoguery



Status and control

We all have various mix of motives. None of them is better than other. Know yours so you can seek for the environment supporting you, and respect others being driven by other motives!

Values

Understanding your values — what gives you meaning and motivates you—will help you make career decisions that align with your true needs

Achievement	Effectiveness	Approachability	Adventure	Belonging
Justice	Energy	Excitement	Teamwork	Consistency
Balance	Acknowledgement	Accessibility	Ambition	Control
Celebrity	Charity	Being the best	Logic	Cooperation
Contentment	Affluence	Calmness	Playfulness	Discretion
Directness	Appreciation	Care	Reason	Drive
Diversity	Capability	Challenge	Reliability	Location
Family	Commitment	Clarity	Resourcefulness	Efficiency
Freedom	Compassion	Completion	Satisfaction	Encouragement
Honesty	Creativity	Courage	Self-reliance	Expertise
Humility	Decisiveness	Courtesy	Service	Financial independence
Ingenuity	Determination	Credibility	Sincerity	Fun
Integrity	Diligence	Dignity	Spontaneity	Growth
Leadership	Discipline	Dependability	Satisfaction	Health
Loyalty	Dynamism	Empathy	Selflessness	Hospitality
Maturity	Education	Enjoyment	Silence	Liberty
Openness	Excellence	Faith	Success	Organization
Originality	Fairness	Imagination	Support	Inspiration
Popularity	Fitness	Harmony	Thoroughness	Motivation
Power	Focus	Hygiene	Understanding	Security
Precision	Privacy	Intuition	Respect	Knowledge
Proactivity	Friendliness	Kindness	Learning	Openmindedness
Professionalism	Helpfulness	Recognition	Flexibility	Order
Resilience	Impartiality	Intelligence	Variety	Perfection
Stability	Generosity	Making a difference	Meticulousness	Mastery
Happiness	Gratitude			

To identify your **values**:

- Read the list:
- Pick 10 the most important to you
- Reduce the list to 5 values
- Chose the top 2 ones

The values serve as the beacons for our careers. They help to set boundaries in relationship with work and colleagues. When you are clear on your values it becomes easy and fun to work together with others!



Competences



Competencies are:

Personal:

Emotional connection

Decisiveness

Self-belief

Self-esteem

Empathy

Emotional control

Resilience

Communication skills

People skills

Assertiveness

Light-heartedness

Endurance

....



Competencies are:

Organisational:

Office Administration

Analysing data

Planning

Team working

Presentation skills

Resourcefulness

Decision making

Problem solving

Negotiation

Delegation

Flexibility

Time management

Systems management

....



Competencies are:



Leadership:

Troubleshooting
Strategizing
Motivating
Promoting
Persuading
Influencing

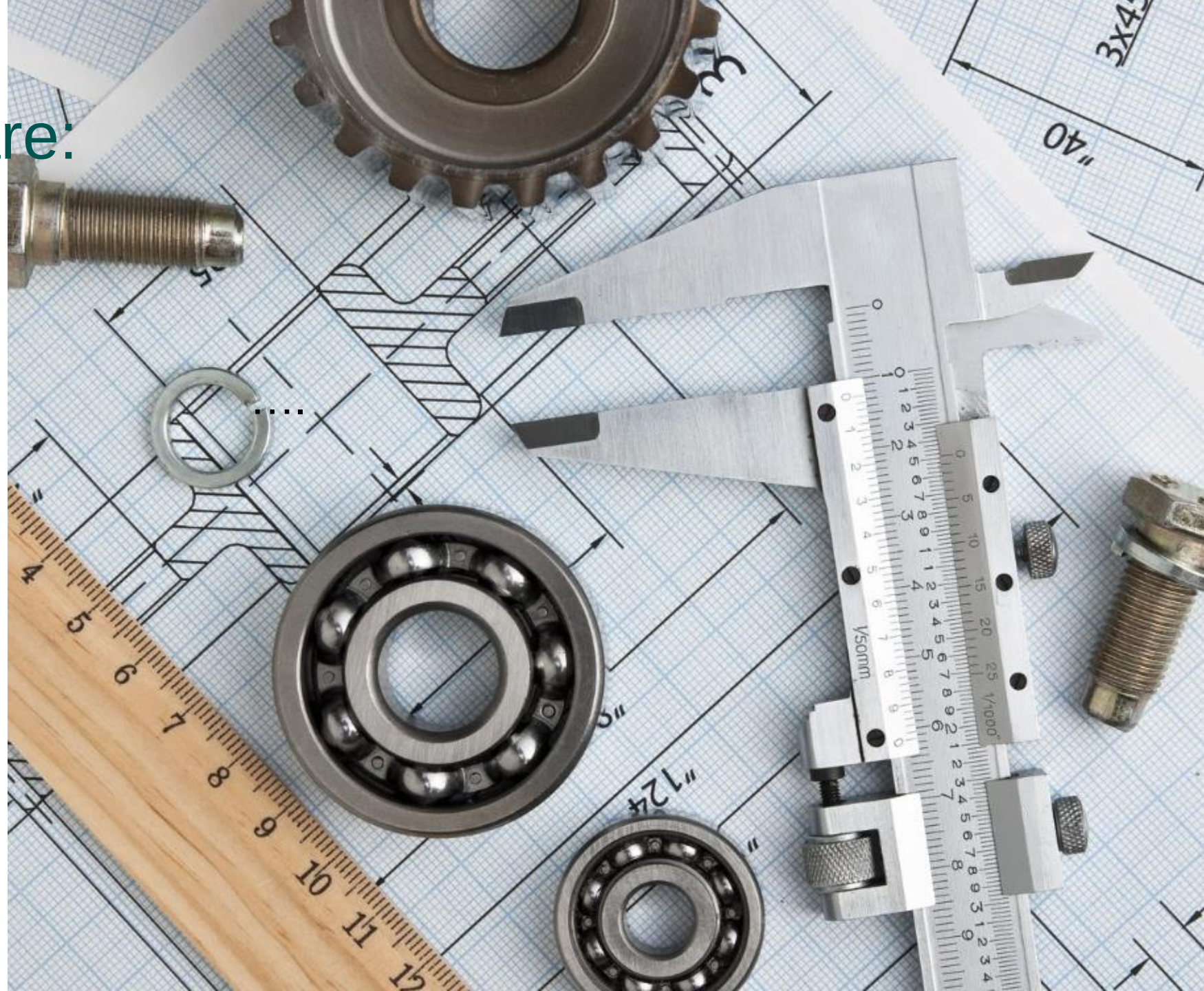
Developing trust
Directing
Visioning
Leading
Clarifying values
Coaching others

....

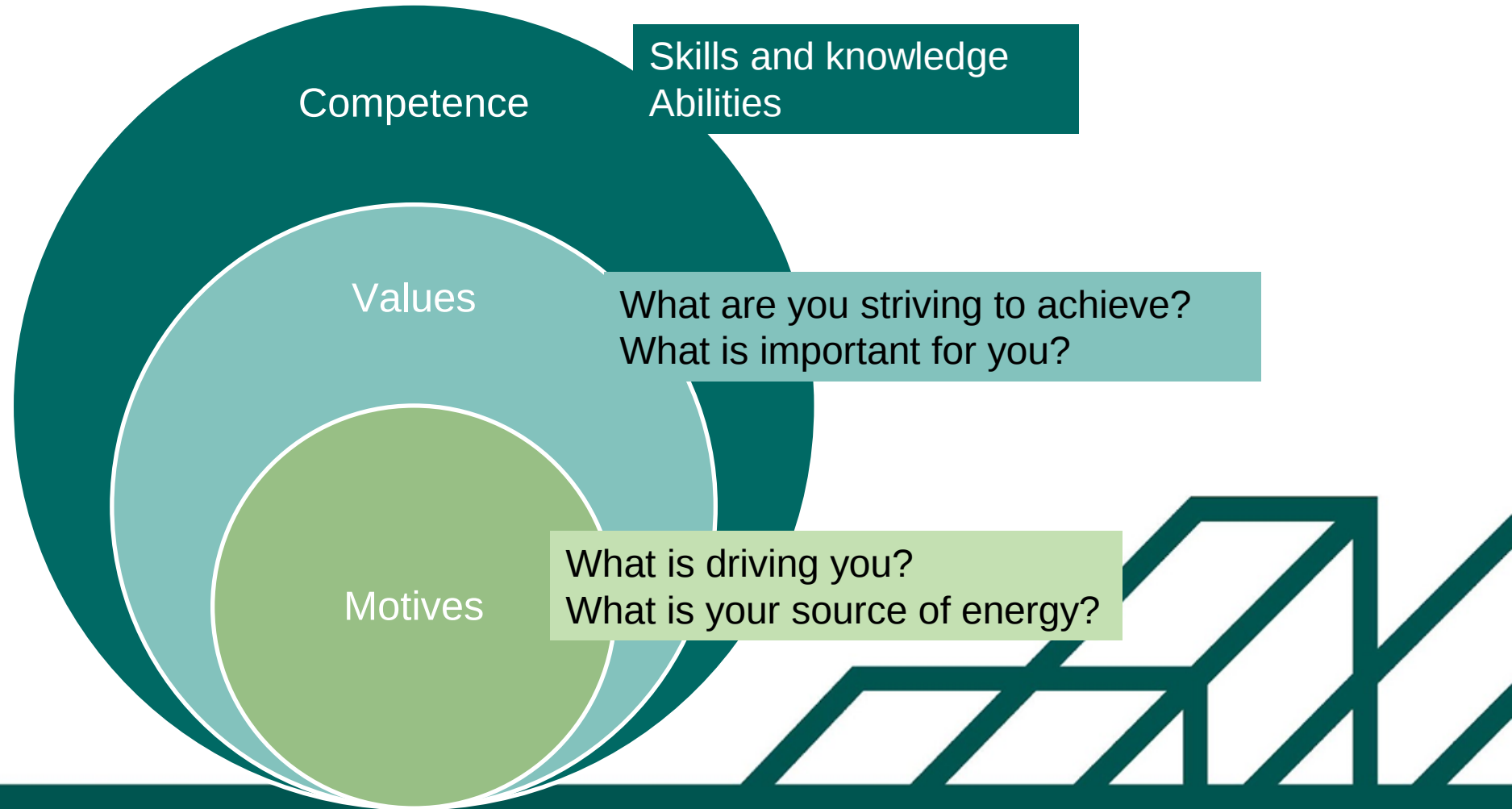
Competencies are:

Technical:

Programming
Welding
Sewing
Singing
Drawing
Type-writing
Constructing
.....



Competence framework



How to start building your career

Always start with the question «Who am I?» Describe all about yourself:

- Your values – what are they? Why they're important to you? Describe the situations you have lived through.
- Characteristics
- What do you like? What don't you like?
- What do you know?
- What skills do you master?
- What abilities do you have?
- Create your own SWOT analysis! Ask your friends, colleagues etc. To contribute to it.

Who am I? What do I already have? - this is the foundation for your next career move!

SWOT analysis

Strengths (S)

What resources can we deploy?
What are our advantages?
What's working well?

Weaknesses (W)

What abilities are we lacking?
What are we starting to struggle?
How can we overcome these?

Opportunities (O)

Who might most value our strengths?
What trends work in our favour?
What prizes are within reach?

Threats (T)

What headwind do we face?
Who might challenge us?
What could go wrong?



Setting meaningful career goals

S

Specific

**Well-defined,
clear and
unambiguous**

M

Measurable

**Provides a
reliable way
to gauge
progress**

A

Attainable

**Can be done
with the given
time and
skills at hand**

R

Realistic

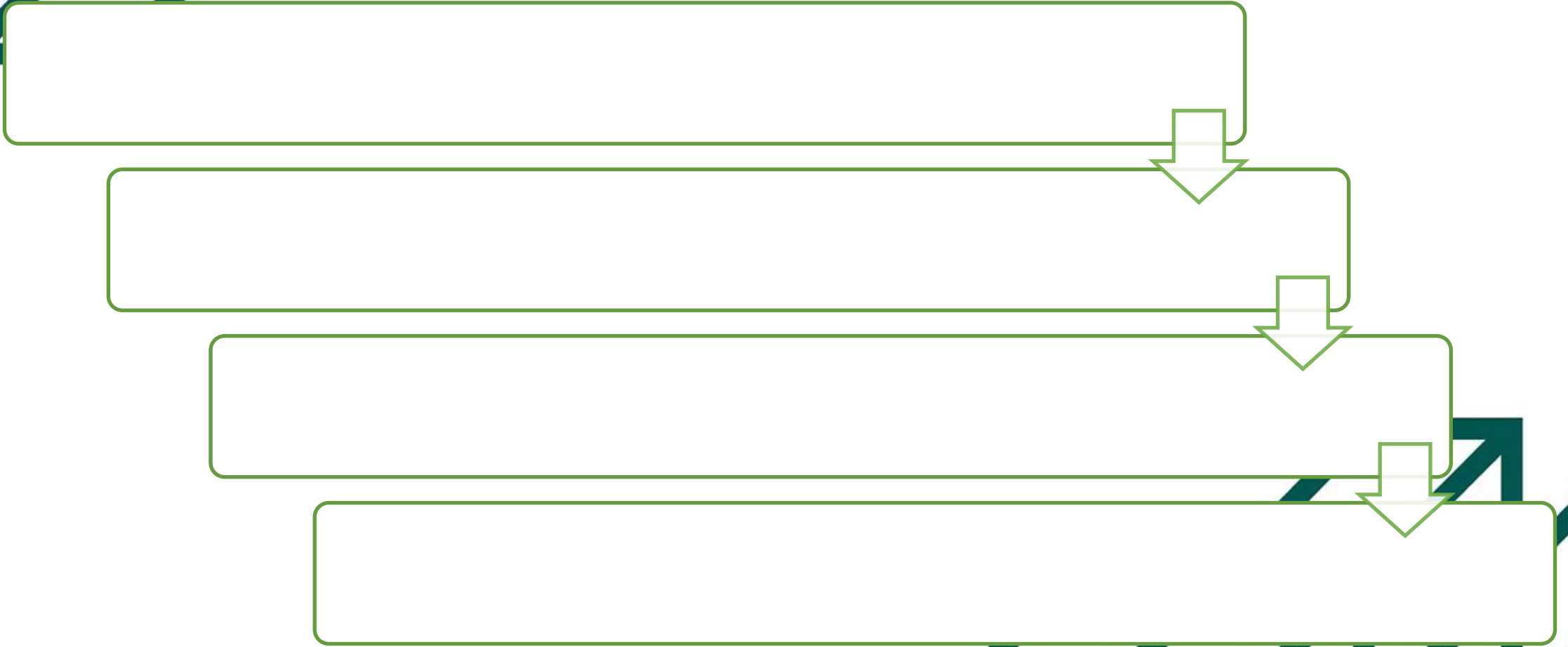
**Makes sense
in helping
you get to
your bigger
goals**

T

Time-bound

**Has a clear
deadline and
amount of
time to spend
on it**

Career planning



Career change

- 1) Change the **position** within the company
 - a) Vertically
 - b) Horizontally
- 2) Change the **role** within the company
- 3) Change the **organisation** working for
- 4) Change the employment **form**
- 5) Change the **mindset** of the career concept
- 6) Change the **professional identity**

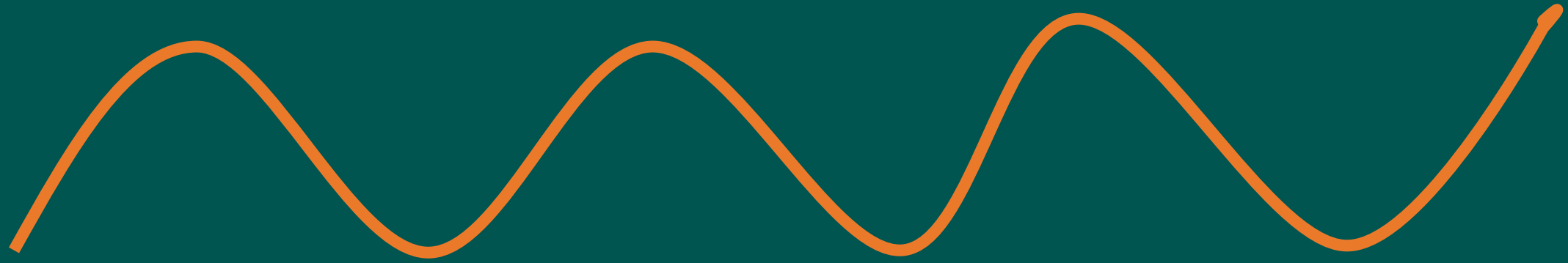




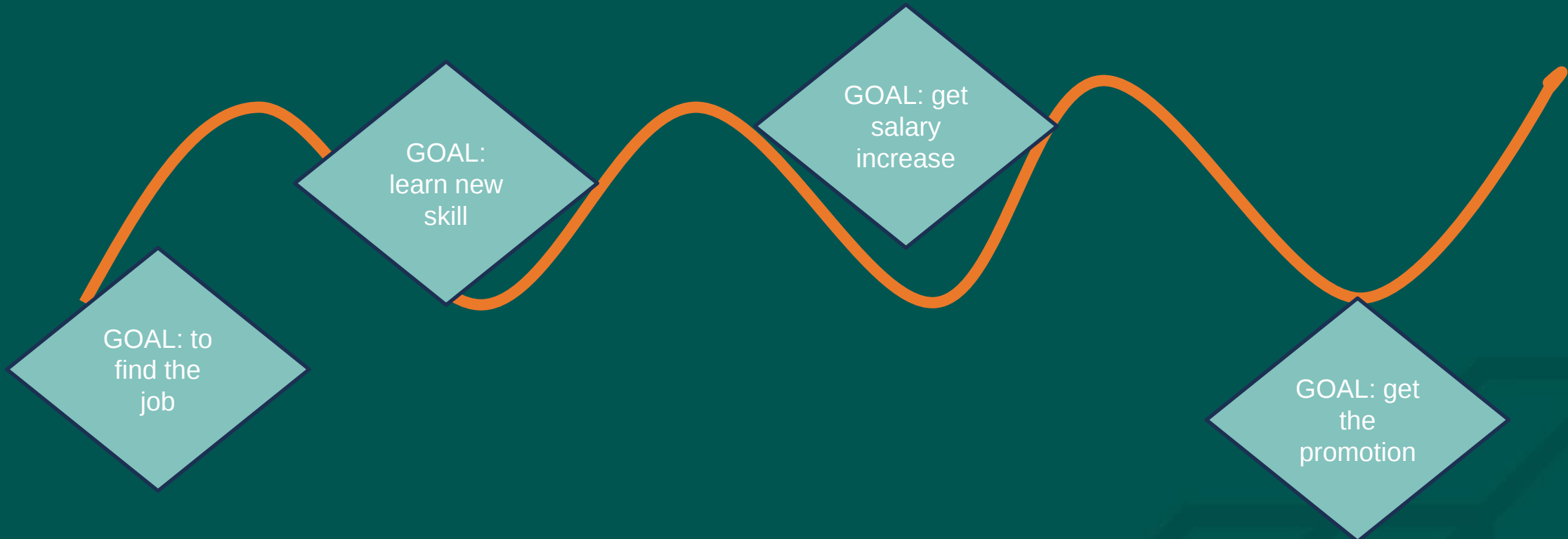
Please define your goal for carrier?



Employment cycle



Employment cycle





**Your career is your business.
Take it personally!**



2025

