



Own Your Career

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Own Your Career will put you in charge of your working life and give you the skills to manage your career. You'll gain a clear understanding of what's important to you at work and what your contributions and transferrable skills are.

Why is it important to manage your career?

- Jobs don't last as long as they used to
- Employers no longer take such a big role (or often take none) in directing their employees' careers
- Many companies have performance review strategies where employees have to assess their own performance and agree their own objectives
- Relocation, re-organisation and outsourcing are common. There is no guarantee that hard work and performance will preserve your job in these situations
- Most people can expect their job to be made redundant at least once during their working life...often more.
- Those who are proactive in taking ownership of their career tend to feel more in control, be happier and more productive doing things they want to do.

Own Your Career is designed to give you skills that will be useful to you throughout your career. You will gain:

- ✓ Mindsets and attitudes that bring success
- ✓ Detailed awareness of your transferrable skills, qualities and achievements
- ✓ Clarity on what is important to you in your work and career
- ✓ The skills to produce different styles of CVs according to your needs
- ✓ Full review of your existing CV in light of best practice for what's working in the marketplace now
- ✓ Strategies to use all the routes to the job market effectively (advertised jobs, recruiters, direct approach)
- ✓ Enhanced networking skills, useful to explore where your skills will fit and to identify unadvertised opportunities
- ✓ Skills to interview effectively and comfortably

These are the core skills for career management and will help you to make good career decisions now, and continue manage your career effectively in the future.

Owning YOUR career will ensure your continuing success