

## Stages of Career Planning

### Stage 3 Decisions & Action Planning

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This is a decision and action phase. Key activities include:

- Evaluating career options
  - Deciding on career and professional development goals (e.g. negotiating a career move, developing a new skill set, changing organisations ....)
  - Preparing an action plan to assist you in achieving career goals

### **Evaluating career options**

So far you have conducted self assessment of your skills and knowledge, values, interests and preferred work environment. You may also have identified possible career options and determined that you need some training or support to make the career move. Hopefully you have also used your networks to gather information about your identified career options. You should now spend some time in reflection to evaluate your career options and set some goals for the future. You may wish to ask a colleague or mentor to help you with this stage. Alternatively you could contact AIFST to arrange a consultation with a career coach.

### **Deciding on career and professional development goals**

In the section below write some career and professional development goals that will help you move forward with your possible career options. These goals should bring together the reflection and research you have completed in Stages 1 and 2. Use the examples provided to help you write a SMART goal.

### Setting Goals

Writing clear goals is not always an easy task. A well written goal describes what you are expected to do and by when. SMART is an acronym which is often used to describe the criteria in a well written goal.

- **Specific**                                      What needs to be done? What results you want?
  
- **Measurable**                                      How will you know if the goal has been met?
  
- **Achievable**                                      Is the goal possible to achieve?
  
- **Relevant & Related**                                      Is the goal related to overall goals?
  
- **Time framed**                                      By when should the goal be achieved?

For example:

- ▶ Develop improved time management strategies to overcome identified time wasters by the end of this quarter.
- ▶ Identify and follow up training options to prepare for future management role by end of the next financial year.
- ▶ Enrol in the next AIFST Proof of the Pudding workshop to address identified skill gaps by the end of next week.

Using the SMART goal criteria write your goals.

### ***Personal Goals:***

### **Reality Check**

Once you have set your goals it is a good idea to talk them through with a colleague or a mentor to check whether or not the goals are SMART and to assess how committed you are to achieving the goals. They may need some adjustment and you may need to identify some strategies that will keep you on track.

### **Questions:**

- Look at your goals and then refer back to your self assessment sheets and reflections- what do you really expect to achieve from these goals. Will your goals help you achieve your possible career options?
  
- What do you think other people expect from you in relation to these goals? Ask a colleagues opinion of your goals – do they think they are appropriate for you?
  
- Check the time frames for your goals? Are they really realistic and achievable? How will you respond if you don't meet the timeframes? Could you break down the goals further so you can monitor progress more effectively?







## Career Tools - AIFST

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***Reworked Goals:***



## Career Tools - AIFST

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### ***Action Plan***

<b>My Goals:</b>	
<b>Steps I need to take:</b>	
<b>Resources I need:</b>	
<b>Barriers I may face:</b>	
<b>People who can help me:</b>	
<b>I am also committed to implementing the following:</b>	

**You should now be ready to move to Stage 4 where you implement your plan and start searching for you next career opportunity**