

Career Planning in the APS

An essential one day workshop for those contemplating a move up the ladder

This workshop is designed to help you develop the skills and knowledge required for career planning. Through the knowledge of the career cycle and the Myers Briggs Type Indicator questionnaire of psychological type, participants can assess whether they are being provided with the opportunities to express their preferences, talents, strengths and values to determine their career choices. Participants will also learn how to expand their networks, to sell themselves with a 'stand out' resume and to be proactive in their career. All participants will leave the workshop feeling confident and fully equipped with an action plan in place for the next step towards their future career goals!

OVERVIEW

Participants will learn to:

- Understand the career cycle – where are you now through to life and career goals.
- Understand the importance of knowing your psychological type to help with career planning.
- How to apply your psychological type preferences to find your best possible match between your skills, desires and career opportunities.
- Develop skills to help you recognise, anticipate and prepare for change.
- Develop an awareness of your skills and talents, your blind spots and how you can assess these to match your ideal job.
- Assess your job values and what values are most important to you in the workplace.
- Improve confidence and identify personal and career developmental needs.
- Build, maintain relationships and expand networks to further develop opportunities.
- Re-write your resume and focus on selling yourself at interview.
- Set goals and understand why and how we need to set personal and career goals - both short and long term.
- Learn how to maintain motivation and focus.
- Be proactive – action plan.

Schedule ONE DAY WORKSHOP

9:00am	Welcome! Overview of the workshop Introductions and your objectives
9.30am	<ul style="list-style-type: none"> • Career Cycle Participants will be walked through the process of the career cycle.
10.00am	<ul style="list-style-type: none"> • Myers Briggs Type Indicator (MBTI) – a career planning tool As people tend to be attracted to and have the most satisfaction in careers that provide them with opportunities to express and use their psychological type preferences, the MBTI is an extremely valuable career planning tool. This module walks you through the benefits of understanding about type and discusses each of the four scales and the eight preferences. (Participants will bring their completed questionnaire to the workshop).
10:30am	<i>Morning Tea (20 Minutes)</i>
10.50am	<ul style="list-style-type: none"> • Debrief of MBTI preferences continued - Preferences continued - What are your strengths? - What could I be doing better? - How can this information help me with career choices?
12.40am	<i>Lunch (45 minutes)</i>
1.25pm	<ul style="list-style-type: none"> • Anticipating change Within the environment of the new government, what impact could that have on your job? What opportunities could it create? Do you need to think about the way you operate or do your job?
1.50pm	<ul style="list-style-type: none"> • Skills analysis and talents • Johari Window • Future jobs This module helps us to look at our talents, their uses and whether they may open up new prospects. We also look at how we can identify our blind spots and discuss the gaps that may be identified for personal and career development needs.

2.40pm	<ul style="list-style-type: none"> • Work values inventory <p>We often have to think about what is important to us in a job. Personal values and priorities are often the first step. This session allows us to work through a work values inventory so that we can identify what is important to us in life and choose a career that best meets those needs.</p>
3.00pm	<i>Afternoon Tea (15 minutes)</i>
3.15pm	<ul style="list-style-type: none"> • Networking and building relationships <p>It is well documented that many job opportunities are taken by those people who have developed a relationship with the potential employer. Networking is a key skill to create opportunities for future jobs. This module identifies the skills to develop and expand your networks.</p>
3.45pm	<ul style="list-style-type: none"> • Resume writing <p>Presenting a resume that is a 'stand out' can be a difficult task. How to write a clear and concise resume that is relevant to what a panel is looking for is discussed. (Participants are encouraged to bring resumes for feedback,).</p>
4.15pm	<ul style="list-style-type: none"> • Goal setting <p>This module explains the reasons for setting goals and how to go about it for both personal and work. All participants will put the steps into place by leaving the workshop with an action plan.</p>
4.45pm	<i>Close</i>

Enrolment Form – Career Planning in the APS

Send this form to Acorn: Fax (02) 6217 7001 or e-mail to courses@acorntraining.com.au

Venue: Acorn Training Centre, 74 Townshend St, Phillip, ACT

Workshop dates:

Time: 9.00 a.m. to 4.45 p.m.

Person 1	_____	e-mail	_____	date	_____
Person 2	_____	e-mail	_____	date	_____
Person 3	_____	e-mail	_____	date	_____
Person 4	_____	e-mail	_____	date	_____
Person 5	_____	e-mail	_____	date	_____
Person 6	_____	e-mail	_____	date	_____

Organisation _____ Branch/Division _____
Address _____

Phone No _____ Fax No _____

Payment Details

1. Early Bird discount program

Total price \$545x _____ attendees = \$ _____ \$495 early bird price (the early bird price applies up to three weeks before the date of the workshop).

Or

2. Valued Customer Program

\$545x _____ attendees = \$ _____ VCP points earned = _____

1. Credit Card (Amex, Diners, Visa, MasterCard)

Name _____ Card No _____

Expiry date _____

2. Invoice

Signed off by _____ Name _____

Email invoice to: _____

Terms: Payment is due on or before the day of the workshop. Cancellation is accepted more than seven days prior to the workshop date otherwise another person may be substituted. You have purchased a place on the date shown above; changing your booking to a later day may incur an administrative fee. We suggest you send a substitute if you can't come at the last minute. If you do not wish to receive this information please place remove in the subject line of a return email.