



FUTURE PROOF YOUR CAREER

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Your Hosts for Today...



Imrah Mughal
Career Development and
Employee Experience Analyst
UNDP



Gill Amos
Executive Coach and Career
Management Expert.
Fuel50

Learning Outcomes

- Why do we have to consider how we future proof our career
- What do we need to consider
- Why does managing your career matter?
- A framework for managing your career
- Identifying actions, you can take to manage and support your career



What Does Future Proof Your Career Mean?

- Living in a world that is: Volatile; Uncertain; Complex and Ambiguous
- Things change: Politically, Economically, Socially, Technologically, Legally and Environmentally (and Pandemics!),
- Impacts what we do, how we do it and where we do it
- No job for life rather creating 'Lifetime employability'
- Option to be a proactive player in managing your career



We want to hear from you

How many times more likely is someone to achieve career success if they have a career plan?

- A.1 Time
- B.3 Times
- C.5 Times
- D.15 times



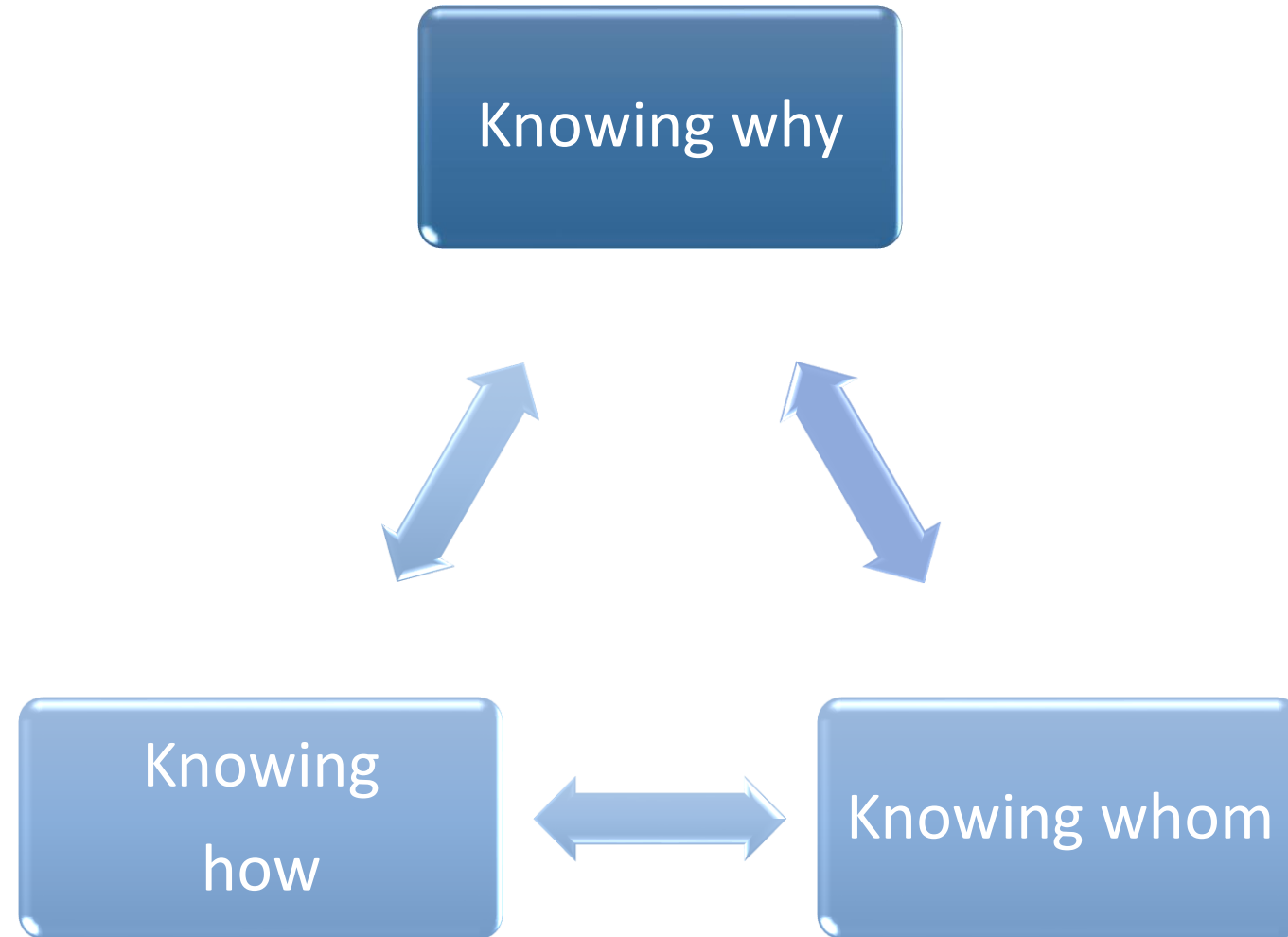
What is career management?

- Knowing yourself
- Creating Clarity
- Knowing what you want
- Personal responsibility
- Setting goals
- Creating opportunities
- Identifying opportunities
- Developing the right skills
- Looking to the future
- Getting to know the right people
- Building relationships
- Using career supporters
- Spending time on planning your career

How much time do we give to managing our career?



Framework for managing careers



Arthur et Al 1997

The 3 things you need to know

- **Knowing why:** Your personal and career values/engagers, what motivates you
- **Knowing how:** What you like doing and are good at, skills and strengths/talents
- **Knowing whom:** Your network and brand



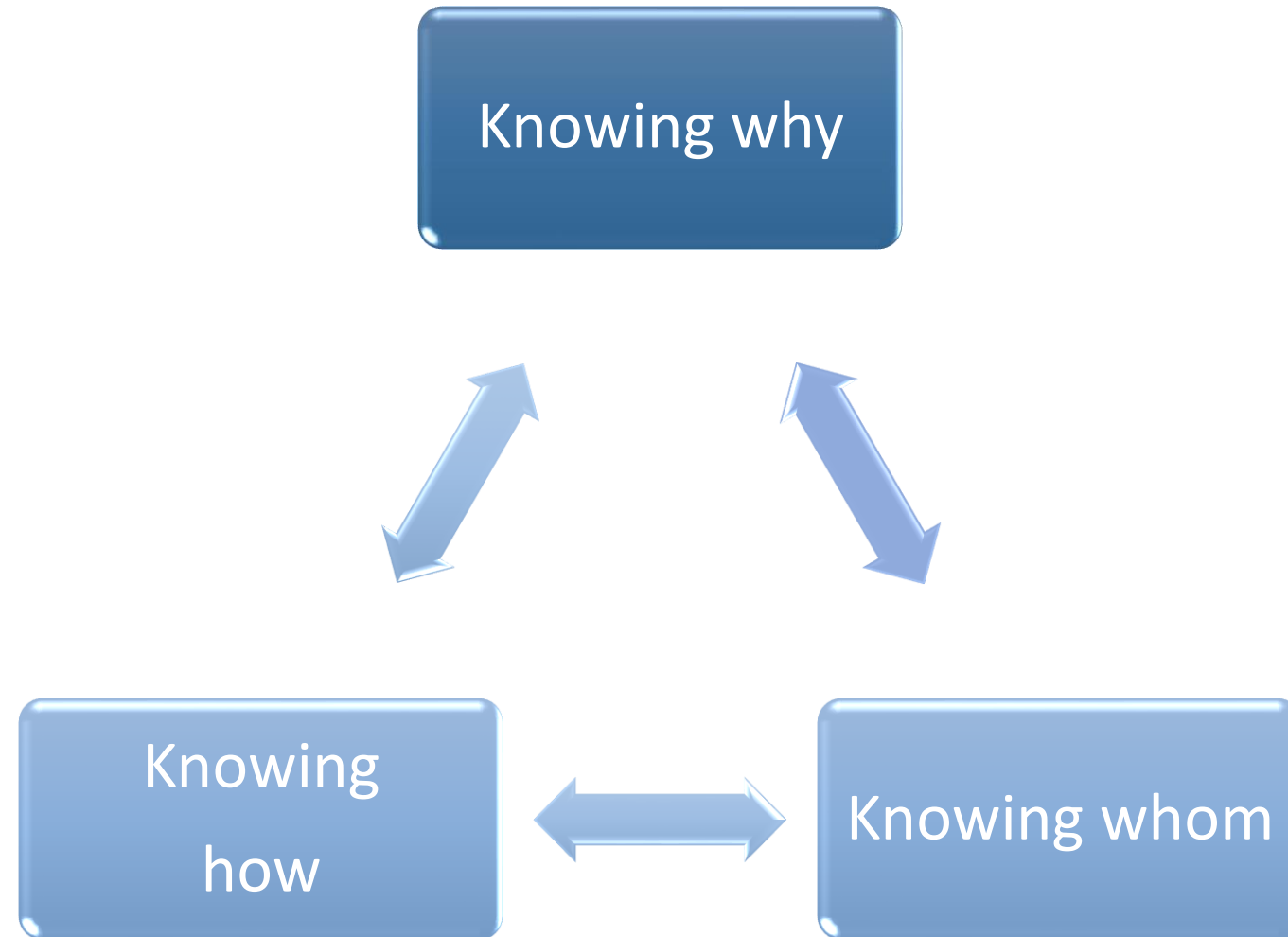
Values and career engagers

- How many of your career engagers are being met in your current role?
- If there is a gap are there changes that could be made to your role to bring a closer match?
- What projects could you get involved in?

Review your top 7 career engagers and identify your top 3 and make a note



Framework for managing careers



Arthur et Al 1997

Skills and Strengths

- What skills have you got?
- Identify your technical skills and your generic skills
- What skills will you need for your next role?
- What skills can you foresee becoming useful or essential in the future?
- What strengths can we leverage?



What is a Strengths



“Underlying qualities that **energise us**, contribute to our **personal growth** and lead to **peak performance.**”

- Brewerton and Brook, 2006

On Strengths

- “First and foremost concentrate on your strengths.
- Put your self where your strengths can produce results”
- Peter Drucker (1909-2005)
- ‘The founder of modern management’



Strengths: Post webinar activity

Some we are aware of and some we take for granted and are less clear about

It can be helpful to ask peers, your manager or other trusted colleagues etc. for examples they see you at your best

And/or consider recent tasks that went well and identify what you did that contribute to the success



*Strengths also referred to as motivated talents

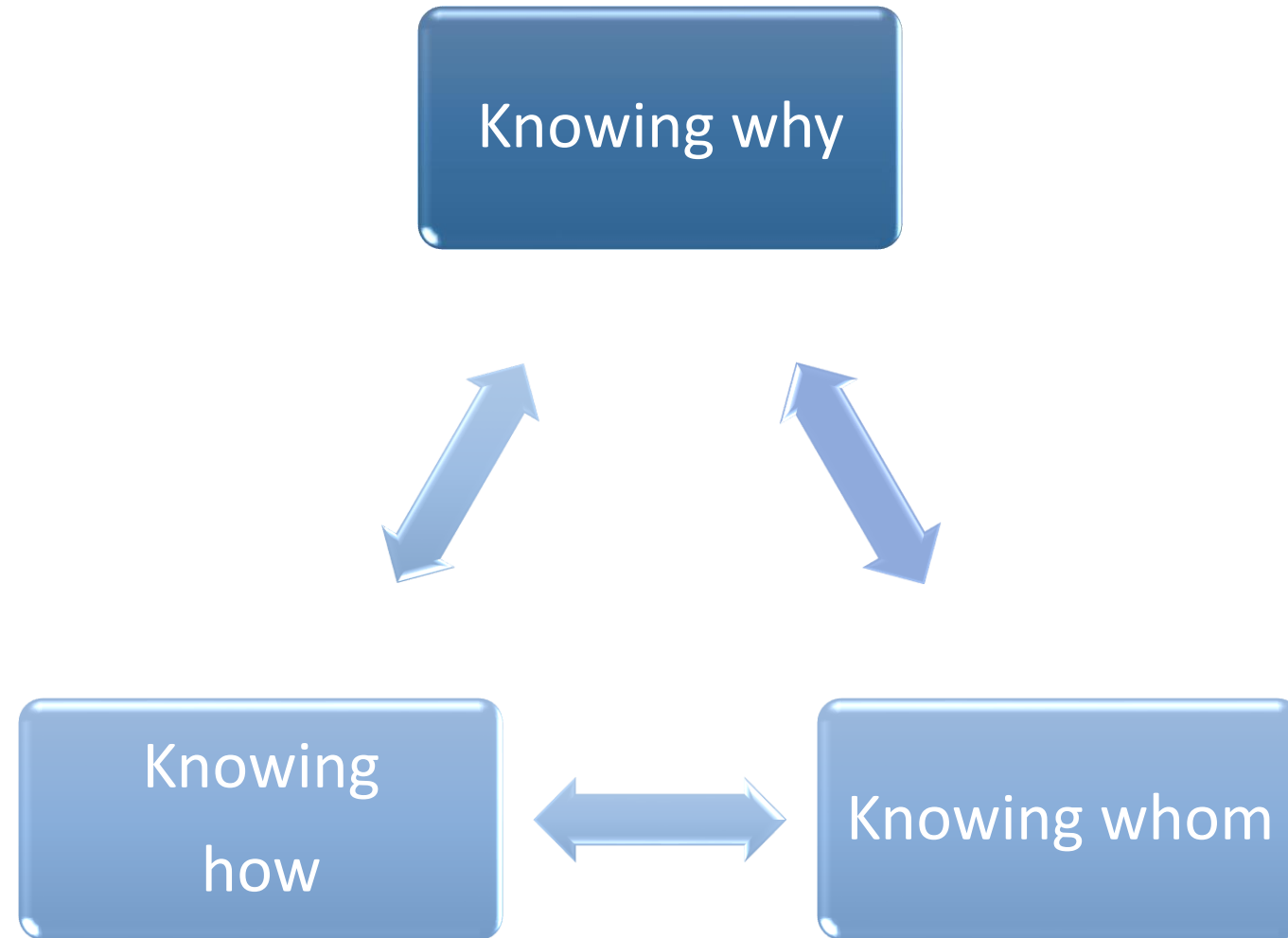
What actions can I take to support my career?

Considering your values, career engagers, skills and strengths

- What role do you ultimately want?
- What type of role do you want to do next?
- What skills do you need to build on or develop?
- How are you going to achieve this?



Framework for managing careers



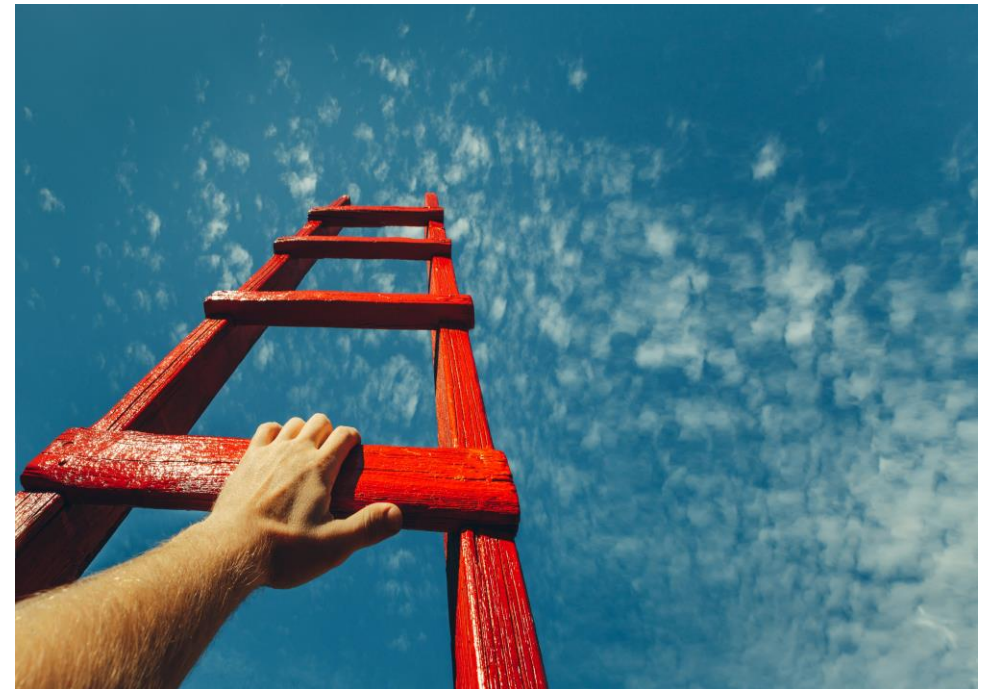
Arthur et Al 1997

Who do you need to know for your career plan?

Who are the people who can help?

How can they help?

How do you build this network of people?



What do you need a network for?

- Eyes and ears
- Mentors and advice
- Introductions
- Personal development
- Career and brand awareness



Three types of networking



- **Personal:** Enhancing personal and professional development; providing referrals to useful information and contacts.
- **Operational:** Getting work done efficiently; maintaining the capacities and functions required of the group.
- **Strategic:** Figuring out future priorities and challenges; getting stakeholder support for them.

What is a network?

- A network is a ‘social structure’ which ‘facilitates communication between a group of people’.
- The most important skill for effective business networking is listening. In order to establish a mutually beneficial relationship, you first need to focus on how you can help the person you are listening to, rather on how they can help you.



Mapping your own network

- Draw a diagram of people in your network
- Consider the three types: personal, operational and strategic
- Are any patterns emerging?
- Within your network, how can you support people?
- Who do you need to meet?
- Who can help?



Personal Brand

Within your network what are you known for?

What is your reputation?

What do you want to be known for?

How do these match up?

How can you bridge the gap?



BUILDING MY PERSONAL BRAND



MY ESSENCE

The best of what I bring

Insert text here

MY PROPOSITION

The value I want to contribute to the organisation

Insert text here

MY STRENGTHS

My standout strengths, skills & expertise

Insert text here

MY VALUES

Core values & attitudes that guide me

Insert text here

My brand helps me to deliver my goal by:

Insert Text here

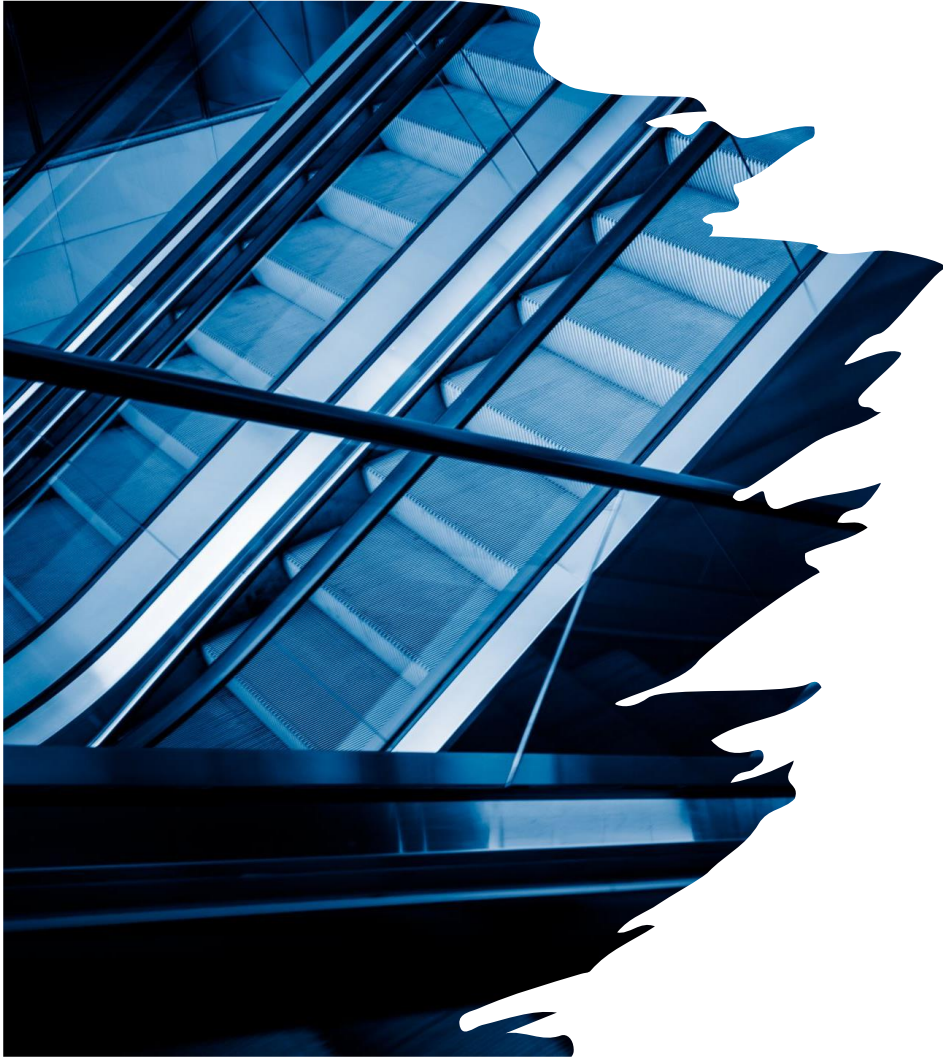
In light of what I have learned I will do the following:

Insert Text here

How will I communicate my brand?

Insert your text here

Building your elevator pitch



- In just the length of the elevator ride:
- Who you are
- What you do?
- How you add value/make a difference i.e unique selling points
- What you are aiming to do/your goals?

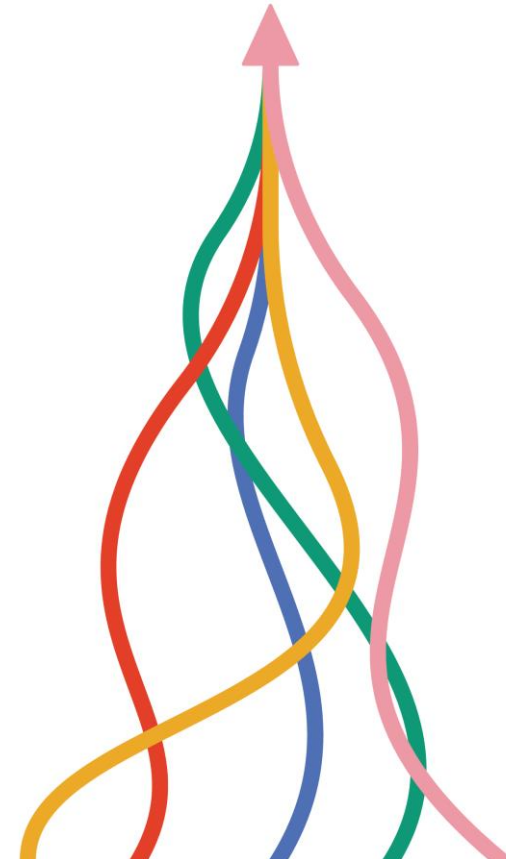
Career Supporters: finding a mentor

- What can you do to find one?
- What sort of mentor is right for you at this stage?
- Consider having 2 one inside and one outside the organisation
- What knowledge, skills and experience do they need?
- Who can help you find someone?

A word cloud centered around the word 'mentoring'. The word 'mentoring' is the largest and most prominent, written in orange. Other words include 'mentor' (vertical, purple), 'creative' (purple), 'transformative' (green), 'support' (red), 'trust' (green), 'invaluable' (purple), 'expert' (purple), 'benefits' (green), and 'growth' (green).

Putting it into practice

- 1 learning point
- 1 or 2 actions
- What is the first step and when will you make it?





Thank You!

For any further questions, reach out to us on:

E-mail: career.development@undp.org



Yammer: Career Development & Experience

Or visit our intranet page on:

<https://undp.sharepoint.com/teams/TalentDevelopmentHub>