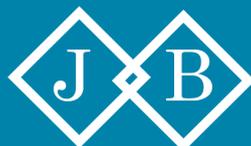


MODULE 6

# PLANNING FOR SUCCESS



STEP IT UP WITH CONFIDENCE



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**Welcome to Session 6  
of**

Step it UP in  
your Career

*Jane Baker*

# PLANNING FOR SUCCESS

As you've worked your way through the exercises in this course, you'll have identified good opportunities for career development, and thought about the skills you need to develop. You'll know who you need on your side, your networks and your influencers and you'll understand what you need to do to build a great reputation for success.

This is all nice to be aware of, but it's of no use to you if you don't create a workable plan for applying this knowledge and taking advantage of the opportunities open to you. In order to do this, you will need to firstly look at the career wheel and assess any further "gaps" that you may want to work on. This is a great reflection point and will help you visually be aware of what you need to start, stop and/or continue. You can then create a specific plan of action.

One way of developing your plan is to work your way through your answers in the course workbooks, plot your wheel and create a Career Development Action Plan for your progress- this is a simple, ordered list of the actions you need to take to achieve your goal. You can work your way steadily through these actions, achieving them step-by-step.

So let's start planning....

## STOP, START, CONTINUE

Since you started the programme, think of something that you have stopped, started, or continued to do. Consider things you have found enlightening or particularly useful and things that have helped you in the workplace.

Make notes below.

**STOP**: What did I do that I have STOPPED doing?



**START**: What didn't I do that I have STARTED doing?



**CONTINUE**: What do I do well and have CONTINUED to do?



## CAREER PLAN - DEVELOPMENT WHEEL

Remember doing this exercise at the beginning of this programme? Let's do it again and see how far you've come.

### CAREER DEVELOPMENT WHEEL INSTRUCTIONS

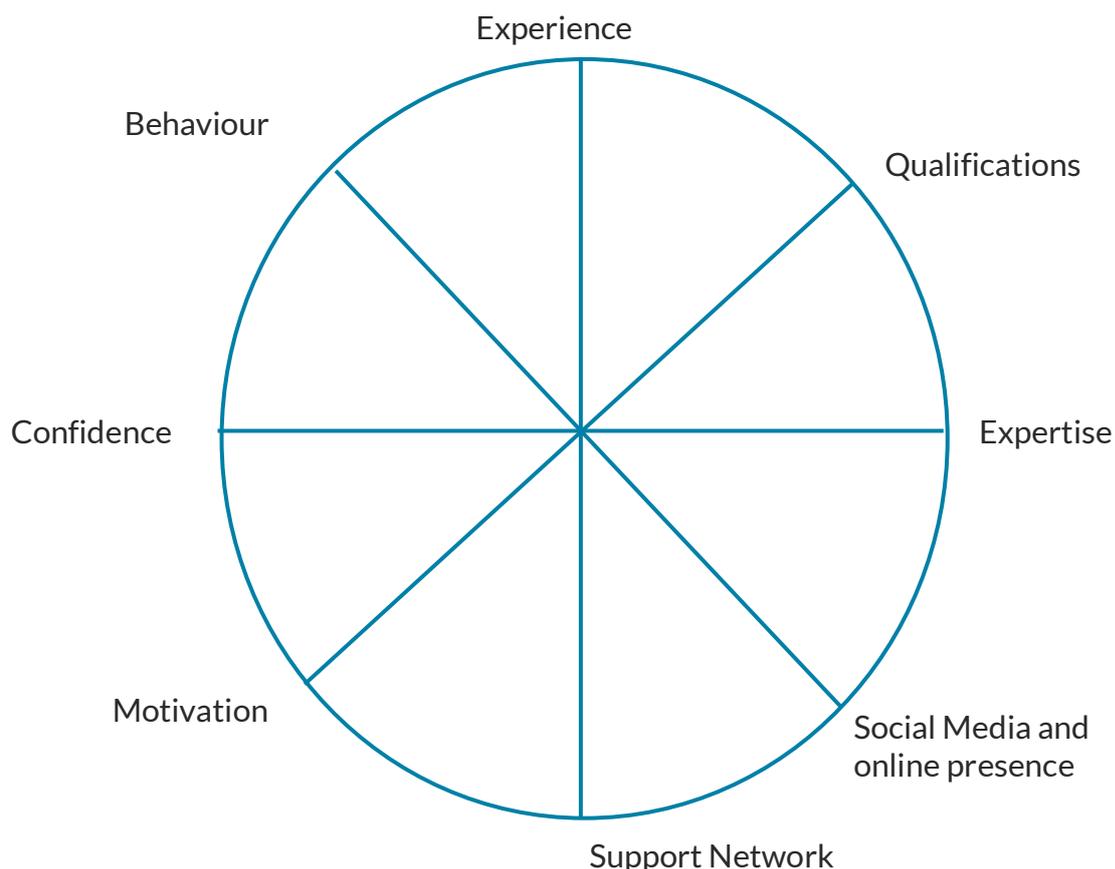
Taking the centre of the wheel as 0 and the outer edge as 10, rank your **level of satisfaction** with each area out of 10 (1- not satisfied to 10 completely satisfied) by drawing a straight or curved line to create a new outer edge

It is useful to look at the questions on the next page to help you decide where you actually sit for each category at the moment.

e.g You may feel that you still may need to work on your confidence and may mark it as a 6. This can be plotted on the confidence segment as shown below

Plot your points and join the dots. The new perimeter of the circle represents **your 'Career Development Wheel'**. Is it a bumpy ride?

For those completing electronically you will need to print off this page to complete on paper



When you score yourself to reflect on the following questions.

### DO I HAVE THE RELEVANT EXPERIENCE?

Can I shadow someone?

Can I volunteer to gain experience?

Do I need to build experience in my current role or could I start at a lower level?

**Notes:**

### DO I HAVE THE RELEVANT QUALIFICATIONS?

What qualifications do I need?

Where can I access them?

How long will they take to complete?

Can I afford the additional costs and time?

**Notes:**

## DO I HAVE THE RELEVANT EXPERTISE?

Have I assessed my skills, knowledge and behaviour in line with the role?

What relevant information can I access?

Can I build my expertise through mentoring/networking?

How do I prove my expertise to others?

Can I write some articles/e-mails of interest for influential stakeholders?

**Notes:**

## DO I HAVE THE CONFIDENCE AND MOTIVATION?

Do I believe I can do this?

What courses can I attend to build my confidence and self-esteem?

Who can help me keep on track?

Am I keeping a success journal as a reminder of my abilities?

**Notes:**

## DO I HAVE A BRAND?

Can I improve my CV?

Do I have a social media presence?

What contacts do I need to establish and build relationships?

Does my “brand” fit with the expectations of the role?

**Notes:**

## DO I UNDERSTAND MY BEHAVIOUR

Have you assessed your behaviour type against your strengths?

Does your role align with your characteristics?

**Notes:**

## NETWORKS AND SUPPORTIVE RELATIONSHIPS

We have many relationships in life and it is important to consider the differing ways in which people influence you at present and to identify the gaps which will give clues for action in the future. This can be difficult to do because relationships do not fall into such clear-cut categories. Our lives are much more complicated and subjective than that. However, one major contributory factor in any form of development is in our relationships. A useful way of looking at people is in terms of the role they play in our lives while remembering that one person may play several roles – often all at once!

**Energy Givers** – people who give you warmth.

We all need these people – they give you the warmth and reassurance to keep going when life gets tough and comfort when you fail. They are easy to be with. They boost your confidence because you know they are on your side.

**Energy Drainers** – people who drain your energy.

These people don't realise the effect they have on you, but being with them either makes you feel ineffective and frustrated, or exhausted and apathetic. They may be very nice, well-meaning people, but they take away your energy to achieve goals. They may be overly bright, chatty or dull and gloomy. They take up too much of your time and sap your confidence.

**Role Models** – people who have set the precedent.

These are the people who have done what they are thinking of doing and against whom you may be compared. They can be a positive influence, such as opening up new areas for women in the world of work, or negative, such as setting standards of behaviour which you would not want to follow.

#### **4. Heroes and Heroines** – people who inspire you.

These may be people you know personally and could also be people who you don't know. They can be alive or dead, real or fictitious. They contribute to your sense of purpose and your determination and can help you see where your goals for the future lie or inspire ideas of what you may do or become.

#### **5. Gatekeepers** – people who control your access to opportunities.

These people control your access to training, information; resources, people, support and ideas, and they mostly like to have recognition for doing this. It may be their job to do so – line managers and HR managers fall into this category. Family and friends open and shut doors too. Gatekeepers can be helpful or unhelpful and can be more senior or junior to you.

#### **6. Neutral People** – those who will help if you ask them.

These are people who aren't particularly interested in you but will help if you take the initiative. You will have to ask for their advice, ideas and information, but they will be quite happy to give. This is likely to be a large category and may overlap with many of the others. They are not telepathic so you will need to tell them what you want.

**7. Enemies** – people who actively oppose your progress. These people don't like you, or what you stand for. They may resent your success or feel threatened by what you are trying to do. You may not have anyone opposing you quite as strongly as this implies but you may know of people on the edge of this role. Enemies put you down, undermine the support you get from others and the confidence you build up. They may be acting on prejudice

**8. Mentors or Coaches** – people who believe in you more than you believe in yourself.

Mentors and coaches support you, give you advice, give you a kick, understand your work, and believe in your potential. Anyone can be a mentor, but ex-bosses and colleagues often seem to fill this role. It is important that they can see you objectively, and give you constructive feedback.

**9. Gardener Bosses** - people who grow you. These are the bosses who have a reputation for giving people opportunities and for stretching them. After that -it's up to you! If you grab the opportunities offered by these bosses, you can develop more quickly. If you haven't come across one of these, keep your eyes and ears open! Gardener bosses are good at delegation and training and enjoy seeing others do well.

**10. Apprentices** - people to whom you are especially helpful and encouraging.

Who are you opening doors for? These people will be the special few who are coming up behind you. They look to you for encouragement and may regard you as a mentor, or as in any one of the categories 1, 2, 3, 4, or 5. These people are important because your relationship with them helps you to develop. In the workplace, or in some roles outside of work, your own successor may free you up to develop

## Relationships that support you

Having read the previous pages, think about the different roles people may play in your life and career and complete the table on the next page.

Role	Qualities		Who do I know like this?
	Positive	Negative	
Energy Givers			
Energy Drainers			
Role Models			
Heroes and Heroines			

Role	Qualities		Who do I know like this?
	Positive	Negative	
Gatekeepers			
Neutral People			
Enemies			
Mentors or Coaches			
Gardener Bosses			
Apprentices			

### How does this help?

- Are you getting enough objective advice and feedback?
- Are you being challenged enough?
- Are you getting enough warmth?
- Is your access to information and ideas wide enough, or are all your ideas coming from one area?

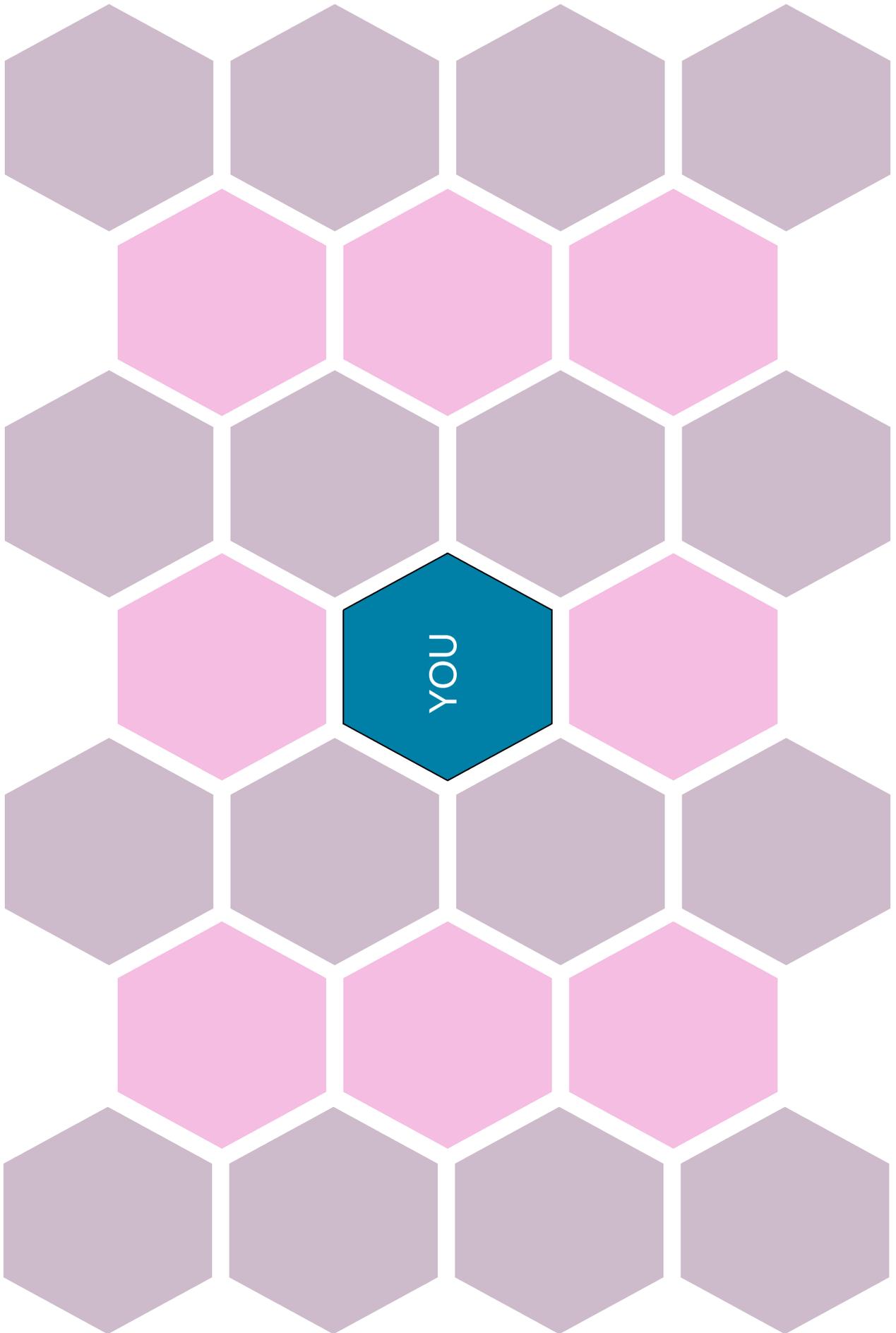
### To get the best from this exercise, think about:

- Which, if any, categories predominate? How do you feel about this?
- Which, if any, categories are totally missing? What do you want to do about this?

- Where is your main help and support coming from? Who is giving you constructive feedback?
- How will you deal with those who are hindering you?

## Plot your networks below

Using the space on the next page, think about people who support you and form part of your professional network; they may be colleagues, people you have met on this programme or other training, clients, etc. Basically, anyone who can support and advise you!



## ACTION PLANNING

You have plotted your career wheel and now need to look at those areas that need further improvement. Below is a structure to help you think about each area what you need to action to move forward with the relevant support that you have identified.

### Experience

What do you need to do?	By When?	Who can help you?

### Qualifications

What do you need to do?	By When?	Who can help you?

### EXPERTISE (Skills/knowledge)

What do you need to do?	By When?	Who can help you?

## Brand

What do you need to do?	By When?	Who can help you?

## Confidence and support network

What do you need to do?	By When?	Who can help you?

## Motivation

What do you need to do?	By When?	Who can help you?

## Behaviour

What do you need to do?	By When?	Who can help you?

**ENJOY YOUR JOURNEY**

# ACTION PLAN

Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

Development Need	What will you need to do to achieve this?	What resources or support will you need?	Dates to review progress	How will you evaluate your success	Date to be fully achieved	Comments (i.e. how will this improve your performance, how you will use new skills etc.)