

10 TIPS FOR CAREER MANAGEMENT FOR CAREER PRACTITIONERS



1. **Take time to reflect.** Career engagement results from matching challenge to capacity. Are you feeling overwhelmed, underutilized, or fully engaged? What's working and what's not at this point in your career?
2. **Take stock.** **Are your skills current and in demand?** Is your attitude showing . . . and is it good? Do your values mesh with your organization's? How does your current job match your interests and personal style? Are you optimistic about your job? Organization? Sector?
3. **Benchmark your skills and competencies.** Find role models and success stories. Clearly identify what sets them apart, then do a gap analysis. What skills do you need to acquire or further develop in order to be successful in this field?
4. **Look around.** Have you kept up with changes in career services locally, regionally, nationally, or internationally? Does this sector (still) feel like home?
5. **Identify trends.** What types of programs and services are growing in your area? Which programs and services are being cut? Do changes seem random or do you understand the rationale?
6. **Explore opportunities.** Conduct research online. Attend networking events. Conduct informational interviews. Consider using vacation days to job shadow, take on an enrichment project, or attend a workshop, seminar, or conference. If it is time to move on, strategically ensure a gracious exit.
7. **Be visible.** People do hire who they know. Build "brand recognition" through volunteering at professional events, writing for e-newsletters or blogs, contributing to relevant listservs or social media groups, offering workshops and courses, and presenting at conferences.
8. **Commit to continuing education.** Although employer support and/or funding for professional development is always appreciated, don't abdicate responsibility for keeping your skills and certifications current. Be intentional about continuous learning. If you need Continuing Education Units (CEUs), know what counts and plan ahead to ensure you invest your time and money strategically.
9. **Keep your documentation current.** Just like the cobblers' kids having no shoes, career practitioners often have out-of-date resumes, bios, and career portfolios. Set reminders for regular updates and allocate priority time to the task. Be prepared for happenstance.
10. **Walk your talk.** Likely none of this is new to you; you tell your clients the same things every day. Be intentional about managing your own career and be responsive to the ongoing changes that impact your work.



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604.856.2386
info@lifestrategies.ca
www.lifestrategies.ca