

Getting Hired in Canada E-Learning Series

Slide 1. Module 3. Career Toolkit: Goals and Planning

Slide 2. Getting Hired in Canada E-Learning Series

Welcome to the Getting Hired in Canada e-learning series. There are 10 modules designed to help you prepare to enter into the Canadian workforce successfully.

Fundamentals

1. Job Search in Canada
2. Skills Assessment

Career Toolkit

1. Goals and Planning
2. Résumés
3. Cover Letters

Professional Networking

1. Part 1 - Online Networking: LinkedIn
2. Part 2 - In-Person Events
3. Part 3 - Information Interviews

Interview

1. Part 1 - Pre-Screening
2. Part 2 - Interview Day

Slide 3. Introduction

Welcome back!

In this module, we will talk about career goals, and what it takes to achieve them: skills, experience, and any credentials that may require to work in your profession in Canada.

Slide 4. Why set a goal?

In today's world of work, you need to take charge of your own career.

Setting a goal and making a plan will improve your chances of success. It will also help you stay focused and spend your time wisely.

Moving to Canada is a big change in your life and finding the right career could be a long process. In order to be successful, it is important to set a short-term career goal first.

Slide 5. What is a short-term career goal?

Short-term career goal

A goal that you want to achieve in the near future - usually within 12 months or less. Setting a short-term goal helps you identify where you'd like to be in 5-10 years from now.

Short-term career goals look like this:

I want to be a Project Manager at one of the five largest banks in Canada within the next 12 months.

A short-term career goal helps you specify a role, industry, and the type of an organization you are targeting.

Slide 6. Prioritize your tasks

Setting a specific goal like:

I want to be a Project Manager at one of the five largest banks in Canada within the next 12 months.

helps you prioritize what to do in order to achieve the goal.

A vague goal like:

“I want to have a great career in Canada” or “I want to be successful”

will not help you plan the practical actions you’ll need to take to achieve that goal.

Slide 7. Benefits of setting a short-term goal

A short-term goal enables you to be more proactive and confident in your job search.

When you have a clear short-term goal, you can:

1. Plan your job search:
A clear goal helped me plan my job search. I decided to customize my résumé first!
2. Focus your job search on specific types of jobs:
My clear goal saved me time because it helped me decide to apply for targeted jobs only.
3. Tailor your résumé:
Having a clear goal helped me customize my résumé to fit the jobs I’m applying for.
4. Network effectively:
Once I set my career goal, I was able to decide which networking events I needed to attend.
5. Tell others about what type of career you are pursuing:
After setting a clear goal, I could reply confidently when people asked me about my career!

Slide 8. Things to consider

When you set a short-term career goal, there are a few things to consider to make sure it's realistic, specific and achievable.

Assess your skills and professional experience.

Consider: Evaluate your skills and experience and think about how you can leverage them in Canada. For information about foreign credential assessment, and how it works, watch this webinar broadcast on June 22, 2016.

Make a list of potential employers in the area, and research them.

Consider: Follow employers that interest you on LinkedIn or Twitter. This will help you keep up-to-date on the latest industry news and job openings.

Talk to professionals who are currently working in your field in Canada.

Thanks to technology, you can meet people virtually even before you land. We will talk about this in further detail in Modules 7 and 8: Online networking and Information Interview.

Understand the Canadian job market you are entering.

Consider: A good short-term career goal takes into consideration external influences like trends in your field.

Slide 9. What's your short-term goal?

- Position or job title

I'm going to ask you a few questions. Don't think too much - answer the questions based on what you know about yourself today.

What position or job title do you want to secure within 12 months?

Example 1: Electrical Designer in a manufacturing company that provides technical services

Example 2: Project coordinator in a medium non-profit organization

Example 3: Communications Specialist or Communications Advisor, in a federal or a municipal government unit

Slide 10. What's your short-term goal?

- Industry and/or sector

What industry or sector do you want to get into within 12 months?

Example 1: Electrical Designer in a manufacturing company that provides technical services

Example 2: Project coordinator in a medium non-profit organization

Example 3: Communications Specialist or Communications Advisor, in a federal or a municipal government unit

Slide 11. What's your short-term goal?

- Type of organizations

What type of organization do you want to get into within 12 months?

Example 1: Electrical Designer in a manufacturing company that provides technical services

Example 2: Project coordinator in a medium non-profit organization supporting environmental communities

Example 3: Communications Specialist or Communications Advisor, in a federal or a municipal government unit dealing with public health

Slide 12. Your goal statement

Here's an example of your career goal,

"I will secure a position of Business Administrative in a financial institution within 12 months."

In order to achieve this goal, you need an action plan.

Slide 13. Job Search Action Plan

- Now that you have set your short-term career goal, think about the specific actions you'll need to take to achieve it.
- Every goal can be broken down into smaller steps. Dividing your work into smaller chunks will prevent you from feeling overwhelmed.
- Keep motivating yourself and consider setting a reward system. I usually watch a funny animal video after completing a small task. What motivates you?
- You may have a different way of creating plans. Whatever your plan looks like, it's most important to take the actions set out in your plan.

Slide 14 & 15. Action Plan

Things to do to support my goal:	Complete task by:	Resources
<i>Example: Learn how to create a Canadian résumés</i>	<i>By June 30, 2017</i>	<i>E-Learning module 4: Career Toolkit - Résumés</i>
Once you complete all the tasks, what would be the next step? (e.g. evaluate the short-term goal and progress, and revise the goal accordingly)		
What's your reward system going to be? (e.g. taking a short walk? Watching a short funny video?)		

Slide 15. Living document

Your job search plan is a living document. Frequently revisit your plan, re-evaluate your short-term goal and update the planner as this evolves.

Not only will it increase the level of understanding of your profession in Canada, but it will also develop your job search skills.

Slide 16. Congratulations!

You have completed Module 3: Goals and Planning.

Below are additional resources for your reference.

- Download the text version of this module.
- Goal Setting Checklist
- Job Search Action Planner template
- Go to Module 4: Résumés