

Digilians

SKILLS MODULE

Career Planning

CAREER PLANNING

Participant's Manual



Table of Contents

Module 1: Introduction to Career Planning	2
What is career planning?	2
Module 2: Career Planning Model.....	3
The Career Diamond	3
Values:	4
World of Work.....	4
Benefits of Freelancing.....	4
What are Emerging trends?	5
What are Market Demands?	5
Module 3: Career Action Plan	6
SMART Goals	6
Create Your Career Action Plan.....	6

Module 1: Introduction to Career Planning

What is career planning?

- A career is a long-term professional journey undertaken for a significant period of a person's life with opportunities for progress.
- It is the path you follow to fulfill your professional goals and ambitions.
- Career planning is the process one goes through to decide and pursue their desired career path.
- This is based on some aspects that include personal traits, interests, values and market awareness.

Career planning is a process for:

- Identifying what you are good at
- Knowing how your skills, talents, values, and interests translate into possible jobs or careers
- Matching your skills to existing jobs or careers
- Matching your career goals to your financial needs

Module 2: Career Planning Model

The Career Diamond

- The Career Diamond places the **Self** on top of the diagram, representing the person in charge of managing career issues.
- The **World of Work** is placed along the bottom representing the external factors influencing career choices.



Understanding the 'Self': Self-awareness

- Interests
- Values
- Personality

Values:

- What is most important in your life?
- What are your priorities in life?
- Where do you find meaning?

World of Work

- Freelancing career
- Entrepreneurship
- Full time job

Benefits of Freelancing

- More freedom & flexible hours
- Self-management
- Location flexibility
- Exposure to global brands
- Expanding professional networks
- Compensation and earnings control
- Ability to test a startup or small business concept

What are Emerging trends?

- Emerging trends are patterns, behaviors, or preferences that are gaining popularity or influence in a specific industry, niche, or audience.
- They can be driven by various factors, such as technology, culture, social media, events, or customer feedback.
- A study by Upwork, a freelancing platform, revealed that 59% of mid-sized companies plan to use more remote freelancers in the upcoming months, and 60% plan to do so in the next two years.

What are Market Demands?

- Based on the mentioned market trends and freelancer observations, here are some skills you might consider improving to meet the evolving requirements of the labor market:



Adaptability & Continuous Learning:

The rise of the gig economy and increased demand for specialized skills necessitate adaptability and a willingness to continuously learn new skills.

Digital Proficiency

Technological advancements are crucial for freelance success and increasingly important across various industries.

Effective Self-Management & Time Management

With the increasing demand for flexibility and work-life balance, self-management and time management skills become even more critical.

Communication & Interpersonal Skills

Building strong relationships and effectively communicating your value proposition are essential for freelancers to secure and retain clients.

Business and Entrepreneurship

As a freelancer, you essentially run your own business, requiring an understanding of business fundamentals.

Module 3: Career Action Plan

SMART Goals

S: SPECIFIC	What do you want to accomplish?
M: MEASURABLE	How do you plan to track your progress?
A: ACHIEVABLE	Is this goal achievable and realistic?
R: RELEVANT	How relevant is this goal to you?
T: TIME-BOUND	How long will it take to achieve this goal?

Create Your Career Action Plan

1. Career interests
2. Goals
3. Actions
4. Resources
5. Expected challenges
6. Solutions

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