



UNIVERSITY OF
GREENWICH

THE CAREER BLUEPRINT

SKILLS BASED CAREER PLANNER



Contents

01

Introduction

What is a skills based career planner?

02

Mapping Your Goals

Activity: How to break your goals down into achievable steps.

03

Types of Skills

What is the difference between Technical Skills and Transferable Skills?

04

Skills Audit

Activity: Conduct your own skills audit.

05

Your Career Goals

Activity: Set your own long term and short term career goals

06

Action Planning

How to build an Action Plan

07

Action Plan

Activity: Create your own Action Plan



INTRODUCTION

Are you ready to take charge of your career journey?

This career planner is your go-to resource for uncovering your unique skills and passions. Together, we'll set ambitious career goals and map out actionable steps to help you achieve them.

Remember, this is an ongoing adventure! We'll regularly revisit your skills, experiences, aspirations, and interests to ensure you're always moving in the right direction.

Whether you're looking to level up your career in the next three years or simply want to keep yourself on track, this tool will empower you to shape your future with confidence!





MAPPING YOUR GOALS



Use this page to dive into a meaningful reflection activity designed to spark thought and self-discovery. Use the prompts and questions to guide you in exploring your goals and mapping your next steps.

MY GOAL

What do I want to achieve?

ONE STEP

Write down the first step you'll take to achieve it.

REFLECTION

1. How does identifying one actionable step make your goal feel more achievable?
2. What resources or support could help you take this step?

TECHNICAL VS TRANSFERABLE SKILLS

Skills can generally be divided into two main categories: technical skills and transferable skills, also known as hard and soft skills. Understanding the distinction between these skill types can help you identify your strengths and areas for growth. Learn more about the difference below and how each can enhance your career prospects.

Technical Skills	Transferable Skills
These are gained through work, learning or training.	These are skills you pick up through life experiences.
Language	Problem Solving
Architecture	Teamwork
Coding	Time Manager

SKILLS THAT OVERLAP

Some skills can be both technical and transferable, depending on how you use them. For example, speaking multiple languages can be:

- A technical skill when it meets a specific job need, like translating documents, interpreting in real-time, or communicating with international clients.
- A transferable skill when it shows broader abilities, such as adaptability, cultural awareness, or communication skills, which are valuable in any workplace, even if language knowledge isn't directly needed.

This overlap shows how some skills can make you valuable in different roles and industries. The context in which you use a skill is important in deciding if it's technical, transferable, or both. Understanding this can help you showcase your strengths in job applications and interviews.



MY SKILLS AUDIT

This is a simple but powerful way to understand your strengths, areas for improvement, and the skills you want to focus on for your future. By the end of this exercise, you'll have a clear picture of what you bring to the table and where you'd like to grow.

Question	Your Answer
What is my technical skill set?	1. 2. 3. 4. 5.
What is my transferable skill set?	1. 2. 3. 4. 5.
Which of my skills do I enjoy the most?	1. 2. 3. 4. 5.
Which of my skills do I enjoy the least?	1. 2. 3. 4. 5.
Which of my skills do I need to develop the most?	1. 2. 3. 4. 5.
What skill has helped me overcome a challenge, and how?	1. 2. 3. 4. 5.



MY CAREER GOALS

Use the prompts below to map out your career dreams. And remember, it's perfectly okay for your goals to change and grow—professional development is a journey, not a destination!

Pro Tip: If you're unsure what skills are needed, use platforms like Google and LinkedIn to research job descriptions in your desired field.

MY GOALS	Year 1	Year 2	Year 3
<p>What job am I doing? <i>(This is your target job title for that year. It might remain the same, or it might evolve—what's most important is having clarity about your direction.)</i></p>			
<p>What are the most vital skills for the role? <i>(Identify and map out the key technical and transferable skills needed for the role.)</i></p>			
<p>Which of these skills do I already have?</p>			
<p>Which skills do I not have and need to focus on developing the most?</p>			

ACTION PLANNING

By breaking down your journey into individual steps and pinpointing what you need to achieve at each stage, you can unlock a series of mini victories along the way. This method can significantly enhance your motivation! As you celebrate these small triumphs, you'll realise that you are not just inching toward your ultimate career goal but actively making progress. Instead of viewing your aspirations as distant dreams, you will experience the excitement of growth and accomplishment with every step you take forward.

When setting out your action plan, remember to make it S.M.A.R.T:

SPECIFIC, MEASURABLE, ACHIEVABLE, REALISTIC AND TIMED.



Mentoring people who want to learn from you and your skills



Reading, listening to audiobooks or watching videos from thought leaders



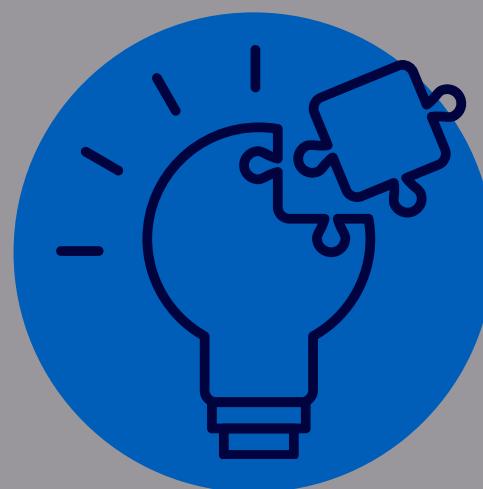
Volunteering with charities that can give you skills development



Finding a mentor from your sector, and desired role



Analysing job specs for roles you want



Proactive problem solving in your current role



Networking - whether in person at events or on LinkedIn



Taking part in online courses or learning opportunities



Content creation e.g. posting on LinkedIn about news in your sector or writing blogs



MY ACTION PLAN

Use the prompts below to create your own personal action plan.

Desired Job: _____	Timeframe	Who is holding me accountable?	ACTION COMPLETE
What specific actions will I take to reach my career goals? (For example: I will focus on learning and development activities, like attending three career workshops and connecting with 10 professionals in my desired field to expand my network and gain industry insights.)			
Action 1:			
Action 2:			
Action 3:			
Action 4:			
Action 5:			
Action 7:			
Action 8:			
Action 9:			
Action 10:			