
**Career
Planning and
Career
Management**

WOMEN IN RAIL

- **Tuesday, June 15th 2021**
- **17.30 to 18.30 pm**



THE SPEAKERS



TALENT TRANSITIONS

CHRIS MORRALL

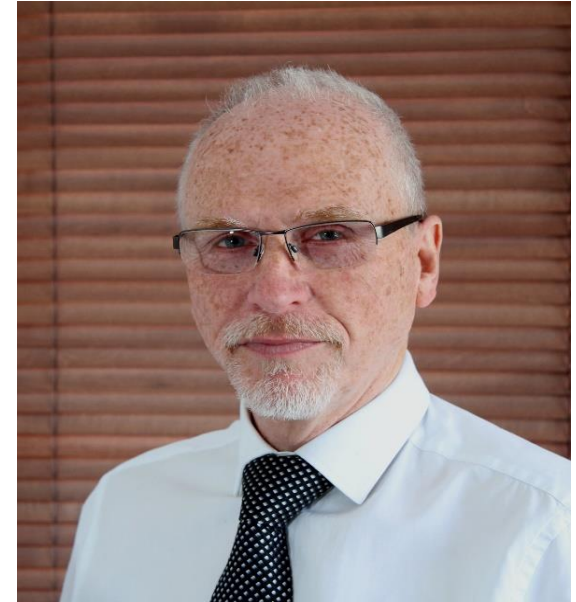
Personal, Career &
Assessment Coach,
Development
Professional



CAMILLERI
—appointments—

KAREN CAMILLERI

Head-hunter
Specialising in
Transport and
Infrastructure



 Talent4Results

NEIL SAMPSON

Executive Coach,
Career Coach
Assessment &
Development Professional

Defined by various dictionaries as:

- A course or progress through life (or a distinct portion of life)
- A particular occupation for which you are trained
- A calling, vocation, job, line of work, business
- The principal activity in your life that you do to earn money
- Specialism - the special line of work you have adopted
- Walk of life, walk, path

Originally derived from the French / Latin words:

- *Carrière / Carrāria* – a carriage, a road,
- *Carrus* – a two-wheeled wagon, (CAR)
- *Carrera* – a race

A large, light grey circle occupies the right half of the slide. Inside the circle, there is a thick orange arc on the right side and a small grey dot at the bottom left of the circle's interior.

What is a career?

Who are we presenting to?



- 1** Ready to rise-up the organisation ladder or the next step in your career but you have no practical steps or strategic ways /plans of how to achieve this, or what your next step might be.
- 2** You know that you are producing good quality work, but feeling underappreciated, undervalued or unseen.
- 3** Your job has been made redundant or you are not working maternity leave returners and are actively looking for work.
- 4** You are an aspiring leader, and you have a plan and you want some expert hints & tips.
- 5** You are a HR Professional looking to engage, empower and support the females in your workforce.

Career Management



Intelligent Career Model



**Knowing
Why**

**Knowing
Whom**

**Knowing
How**

- Men apply for a job when they meet 60% of the qualifications

The Harvard Business Review logo consists of the words 'Harvard Business Review' in a white, serif font, stacked vertically within a solid red square.

- Woman apply **only** if they meet 80% – 90 % of them

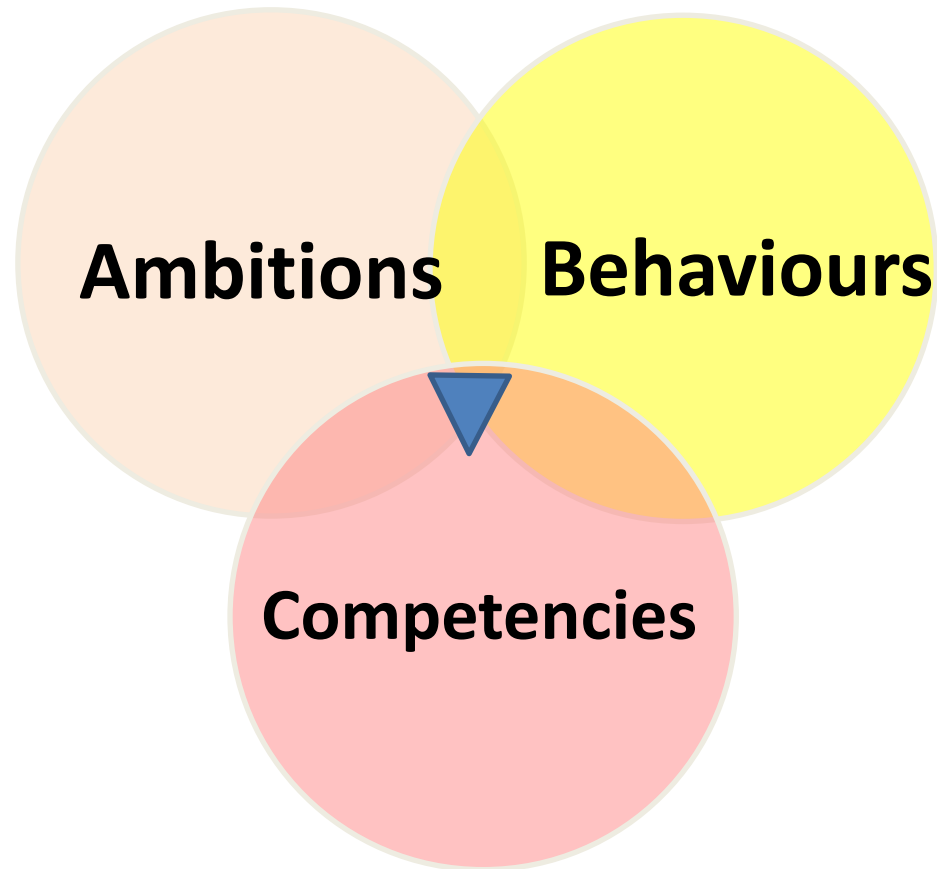
Career Management

- It is not just hard work that makes people successful!
- It is understanding yourself and investing in continual career and personal development.

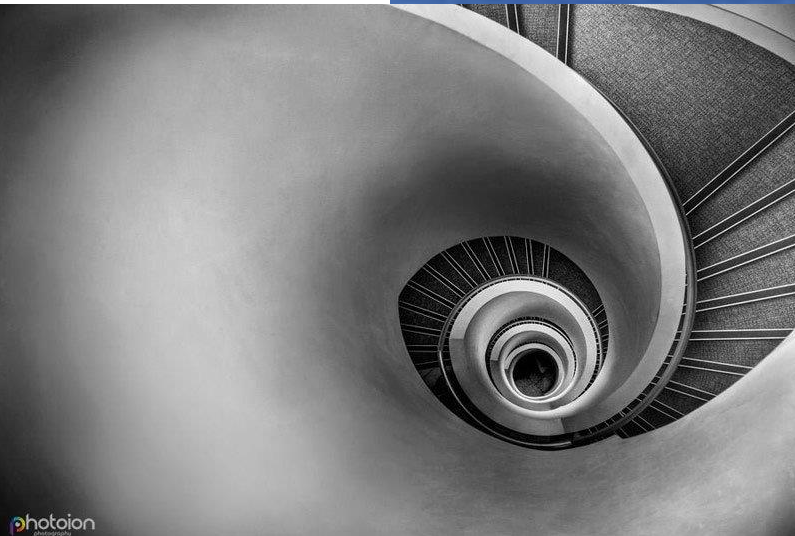


Personal Attribute Model

Exploring
the
Personal
Attribute
Model



COMPETENCIES



**Skills
Knowledge** 25 %

Motivation 75 %
Values & Principles
Ability & Aptitude
Personality

Find the Job You Love



ACTION POINT 1

**What you enjoy
but do not do well**

**Get training in this to
improve your ability and skill**

**What you do
well and enjoy**

Fill you day, work and life with this

What you LOVE to do

**What you do not do well
or like (even hate!)**

Avoid these at all cost !

What you do well and NOT enjoy

**This is something that helps you get your next
role – just minimise the time spent on it**

Put in each box key elements of the jobs you do and want to do. Concentrate on the top right hand box – what makes a great day ☺ Plus think about organisations that you would LOVE to work for



Understand
your skills and
super-powers

6 Steps for Career Success

Find out what you are good at



ACTION POINT 2:



Write out to 10 people and ask them what you are good at and when you add most value?



What would they come to you for advice on?



Plus if there is one thing your could improve on what would it be?

Career Management

You can't become an effective employee or leader if you don't:

Understand what you are good at

Where you need development

**Push yourself
into areas that
make you feel
uncomfortable**



Mindset

- **Mindset is ESSENTIAL for success and is the individual's responsibility**

Career Management

ACTION POINT 3

- **What is holding me back ?**
 - **Imposter syndrome?**
 - **Perfectionism?**
 - **Lack of confidence when communicating upwards?**
- **Set yourself tasks to build resilience around these**



Performance Reviews

**Performance management and
performance reviews are YOUR
responsibility**

Keep your own personal learning logs

Communicate Clearly

Communicate clearly with your line manager & others:

- What you are doing
- How **YOU** are doing it
- What are the deliverables
- What **VALUE** you deliver
- Understand what is **MOST** important in your current role and over deliver
- SMART Goals / KPI's

Getting Noticed



THE EMPLOYEE WHO
GETS PROMOTED
MANAGES THIS
THROUGHOUT THE
YEAR NOT JUST AT
APPRAISAL TIME



RAISE YOUR
BRAND



MANAGE
YOUR
BRAND

Career Management

Focus on what is needed
to be successful in YOUR
role

And what your boss
(bosses) and their bosses
consider as a success in
the role (KPI's)

Career Plan



Skills Gap Analysis

ACTION POINT 4

Conduct a skills gap analysis on:

- **You**
- **Who you aspire to be**
 - Who you admire in organisations / Women in Rail?
 - Heroines and heroes who you admire
 - Why do you admire them?
 - How are you going to transfer these qualities to your career & life?
- Develop a strategic plan to close the gap both short and long term

Learning & Communication Styles

Understand your own preferred learning style



Understand the learning and communication style of your manager(s)/ clients.

Visual

Auditory

Kinaesthetic

Communicate
in the
appropriate
manner

ACTION POINT 5

Mentors Coaches

- Three Mentors/ Coaches you will need:
 - Skills Gap Mentor - Typically someone more senior to you in your desired role / doing the jobs you want in the organisation
 - “Me in the future” Mentor
 - The “Appointer” Mentor
- An appropriate coach relevant to your circumstances

Managing Your Brand

What do you want to be renowned for – be recognised as a high performer. Self promotion:

- Internally
 - Project groups
 - Internal communication (Newsletters/ Intranet)/Yammer)
 - Internal conferences
 - Networking
- Externally
 - LinkedIn
 - Twitter
 - Instagram
 - Conferences
 - Articles
 - Networking
- **July 6th Workshop will cover CV's and Personal Branding**



Some Thoughts & Actions

What 5 things do you most VALUE in work – rank them in order of importance.

What are your 3 most important AIMS in

- Life
- Career

You have just received news that you have become an instant millionaire. You are now free to change your LIFESTYLE – What would you change?

Some Thoughts / Actions



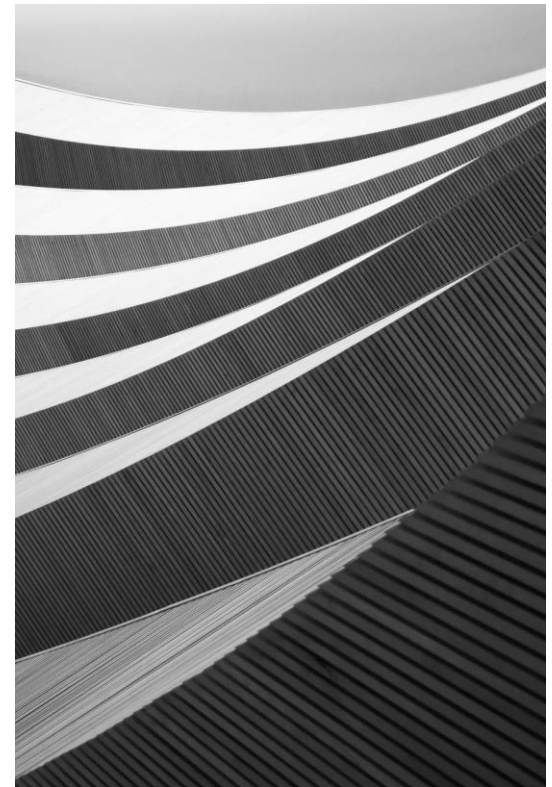
What have you always wanted to do but were AFRAID to attempt.



You have 3 years to live, what would you do with your TIME.



What sort of activities or circumstances in life have given you the greatest FEELINGS OF SATISFACTION, importance, fulfilment, joy – that 'tingle' factor.



Some Thoughts /Actions

- Imagine you have a magic wand. Imagine using it to secure your dream job. Close your eyes & see in your mind's eye you at work.
- What are you doing?
- What are you achieving?
- How are you feeling?
- What is this dream job?



Seven Steps to Career Management

Define you

Understand what good looks like for you / success profile

Produce a career development plan

Role modelling of successful people & examine habits

Raising your organisational profile

Develop an expert / specialist status

Project manage your career – keep focussed and adjust

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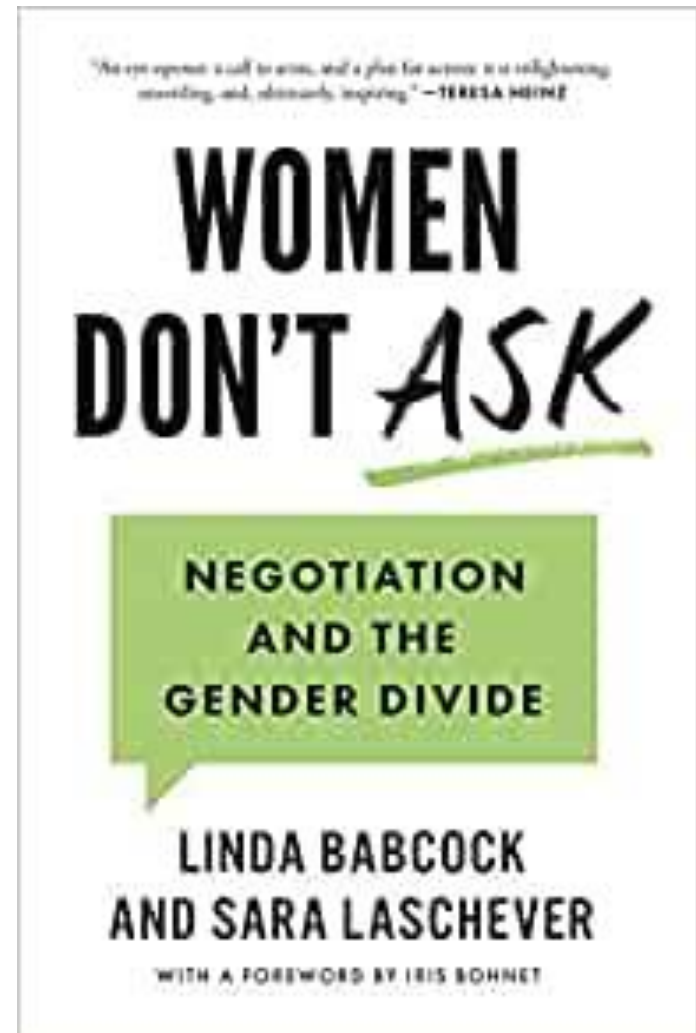
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Thank You!

Salary Negotiations

- 7 % of women attempted to negotiate their starting salary
- 57% of men attempted to negotiate their salary
- Of those women that did attempt to negotiate they were able to increase their salary by over 7%



Salary Negotiations



If you do not negotiate your salary up by 7 % it could mean that you may have to work 8 more years to be as wealthy as your counterpart in retirement.