

Career Compass

Take ownership of your career development and prepare effectively for a Career Conversation



—
Fulfil your career potential
Achieve your ambitions
Continue to grow and develop in the organisation
—

Antoinette  Oglethorpe

DEVELOP LEADERS • DELIVER STRATEGY • DRIVE RESULTS



“

I loved the way this
workshop was
interactive, practical,
and helped me
to think about
my career
and development.

”

Scientific Officer,
UNESCO

Prepare effectively for Career Conversations

Feeling fulfilled is important to motivation, productivity, and job satisfaction. And yet, many of us spend more time planning our next vacation than we do thinking about our future at work.

In today's working environment, it falls to you as an individual to manage your career. It's up to you to decide where you want to go, how to get there and the best way to get that experience. That doesn't mean you won't need the support of others – your manager, colleagues, HR, for example. But it does mean that it's up to you to determine the help you need and then go about getting it.

That relies on preparing effectively for career conversations.

Take ownership of your professional development

Enjoying your job, feeling you have a purpose and you're making progress in your career. These are things most people want in their working life. And that's what your organisation wants too. But how can you develop clarity around your ambitions and then make sure your organisation knows what they are?

The Career Compass Workshop will help you take ownership for your professional development. It will help you answer those questions and give you the tools to prepare for a career conversation so you get the support you need.

The Career Compass Workshop will give you the practical tools and skills to think positively and proactively about your career.

Here are just some of the challenges the workshop will help you address

"I'd like to progress and develop but I'm not clear how. I'm not sure how to communicate my aspirations to my manager"

The workshop will help you think through what you want and don't want from your career and develop your picture of future success.

"I feel uncomfortable when people ask me what I'm good at. I'm not sure what my strengths are".

You'll learn how you can reflect on your achievements so you can identify the strengths and resources you have to make progress.

"I'm happy in my role. I'm really not that ambitious and I don't want to make any significant changes to my work life"

You will learn how you can continue to develop and contribute to the organisation without major changes to your current role.

"There are so many changes going on and the organisation is so complicated. How do I know what opportunities are available?"

You will learn how you can research the different options and possibilities and how you can evaluate them to determine the best way forward for your career.

"I think I want to move to a different role in the organisation but I'm not sure. How can I avoid making a mistake?"

You will learn your appetite for risk and change. You will also explore the small steps and "experiments" you can try to test things out.

“ Very useful strategies to help me raise my profile and increase my visibility.”

“It was great to identify practical actions to include in my career development strategy.”

”

Workshop attendees

“I’m ready for a change but I don’t want my manager to think I don’t like my work. How do I communicate that without sounding like I’m moaning?”

The workshop will help you think through what is working well in your current role that you want to do more of and how you can build on that to grow and develop.

“I think I know how I’d like to progress in the organisation but I don’t want to put my manager under pressure. And I don’t want to limit my options by being too specific.”

You’ll learn how to identify a range of possibilities for making progress so that neither you nor the organisation are limited.



“

We have received some great positive feedback. One delegate said that you had inspired her to take control of her career and move forward – you couldn't ask for better feedback than that!

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Sue Doberman, Member Services,
RICS Matrics North-East

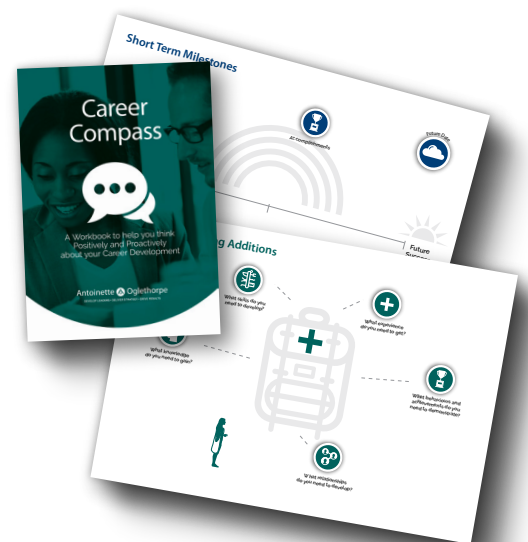
Career Compass workbook

The Career Compass Workbook is a set of practical templates for reflecting on and thinking about your growth and career. They represent a blend of personal analysis, imagination and strategic planning.

Graphic templates structure and focus your thinking to help you prepare for career conversations.

The workbook allows you to:

- Complete a comprehensive study of where you've come from, where you are now, where you want to go next and how you will get there
- Gain wisdom through a review of your career to date and an evaluation of your current role
- Create a picture of your future success and define your longer-term ambitions
- Uncover the wealth of skills, strengths, achievements and resources you have to help you make progress
- Develop a wish list of satisfaction criteria to help you identify, create and evaluate growth opportunities
- Identify the skills, experiences and relationships you need to build to continue to grow and develop
- Choose relevant strategies for raising your profile among key stakeholders and decision makers
- Identify short-term milestones and the first steps you can take to make progress
- Have the career conversations you need to develop your career in your organisation



Career Compass workshop

What you'll learn

Why you need to take ownership for developing your career

- The ABC of Career Management
- Why you need to make a connection between your ambitions and the business' needs
- Evidence for the importance of career conversations

An Overview of the Career Compass Workbook

Career Platform – establish a solid starting point for the next stage of your career

Career Routes – identify the full range of career opportunities available to you

Your Journey So Far – identify what you can learn from your career to date

Career Kitbag Additions – define the extra qualities and resources you need to make progress

Future Success – set your future direction and define your ambitions

Short-Term Milestones – decide on the progress you would like to make

Career Checkpoint – identify how your current role meets their needs

Setting Off – commit to some first small steps

Career Kitbag – recognise the skills and resources you have

Progress Review – reflect on and learn from your experience

Preparing for your Career Conversations

- What makes a career conversation effective?
- How to prepare

Ongoing Support

- Peers and networks
- Coaches and mentors
- Your manager and HR

Career Compass benefits

Who will benefit from this Programme

- Ambitious employees who wish to grow and develop within the organisation
- Coachees who want help with career challenges
- Mentees who want to develop their careers and realise their ambitions
- HR professionals who want to create a culture of career development within the organisation

Delivery Packages

We offer a range of packages to meet the different needs and budgets of different clients.

- Face-to-Face Delivery. Our workshops provide practical tools and the opportunity to develop skills through practice. You'll take home your own Career Compass Workbook plus a range of supplementary resources to help you back in the workplace.
- Online Delivery. Our series of webinars provides an exciting opportunity to develop your career via online learning. Covering the same content as the workshops, the webinar series allows access to the material from any geography or time zone.

Workshop attendee

“I'm now going to consider additional training and taking actions to build my presence in the organisation.”



Workshop attendee

“

It was good to have the opportunity to reflect on my career and my future in the organisation in a positive environment.

”

Programme Designer

Antoinette Oglethorpe

Antoinette is an award-winning leadership development consultant, coach, speaker and author. She has over 25 years' experience in developing leaders for the world's most successful organisations – companies like P&G, Accenture and Avanade. She works with individual leaders, leadership teams and HR professionals.

Antoinette uses a solution focused approach to focus on the things that will have the greatest impact on performance. By helping to make progress in those areas, she inspires her clients to operate more effectively and deliver better results. In the past few years, she has supported multiple career management programmes or initiatives at international organisations in a range of sectors.

She was a contributor to the award-winning Virtual Career Labs at the United Nations Development Programme, which won two Fuel50 awards in 2017 as outstanding career management initiatives.

Antoinette frequently provides free resources to HR practitioners via her website. She speaks at events across the globe on subjects like the impact of mentoring and the importance of career conversations to engage, keep and develop leaders, among other talent development topics. She has recently launched a book called "Grow Your Geeks: A Handbook for Developing Leaders in High-Tech Organisations."

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