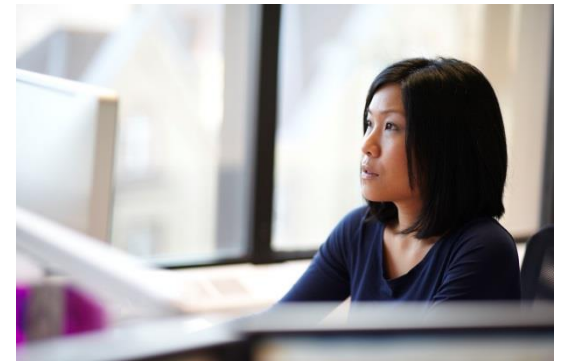


# | Career Conversations

Laura Humphreys

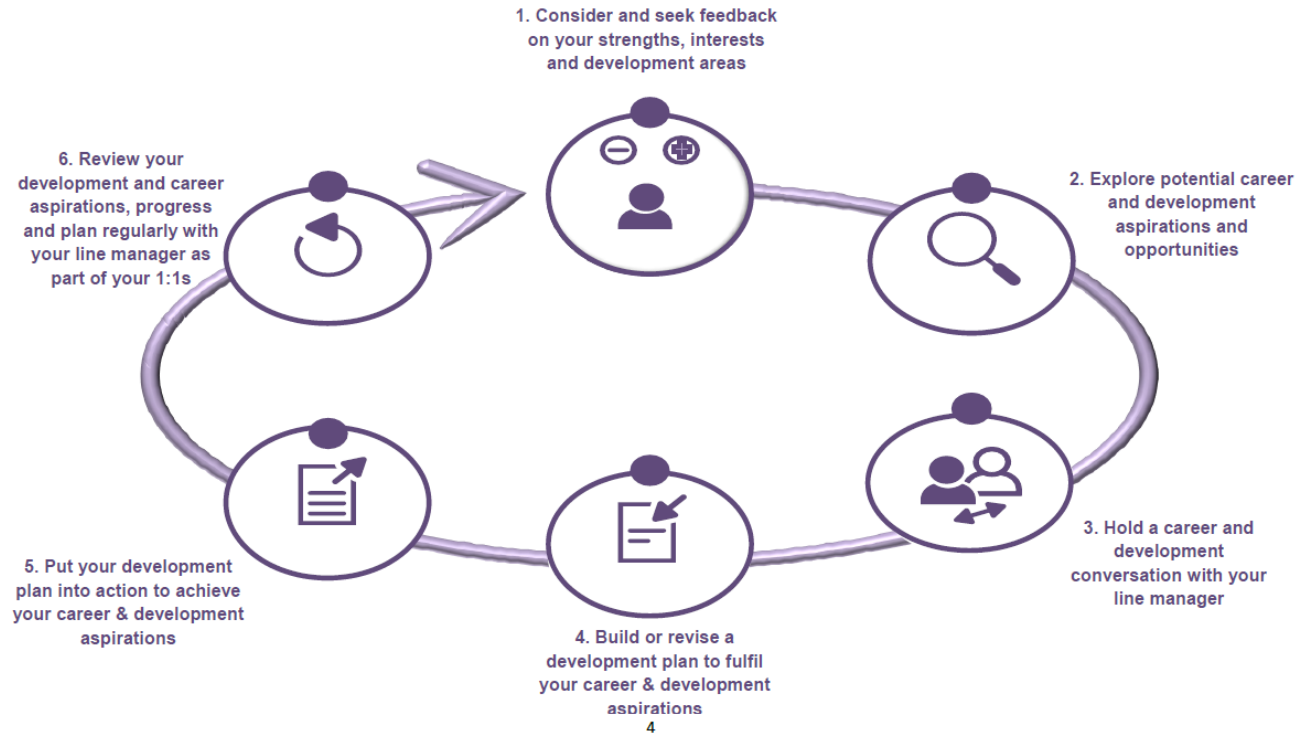


## | Aims

- Become familiar with our career conversations model
- Identify what your career anchors are
- Use Appreciative Inquiry as a reflective tool
- Be aware of what support is available
- Have information on how to support others



# | Career Conversations - A structure



## Step 1: Consider your strengths and development opportunities

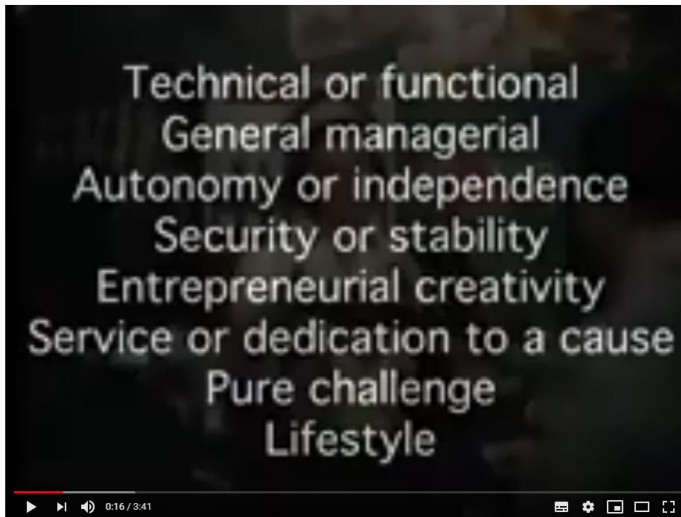
- Take time out to reflect on your career **TODAY**
- Use this online strengths assessment tool to help you consider your strengths.
- Assess yourself against the professional services capability framework and identify any skills you would like to build. (Capability Workshops)
- Discuss your thoughts and options with a mentor or trusted peer
- Seek feedback from your stakeholders or peers on your strengths and development areas.
- Undertake this e-learning on taking charge of your career.
- Talk to staff from business areas you might be interested in moving to about their roles, skills and challenges.

## Career Anchors

- Developed by Edgar H Schein (8 career anchors)

*Your Career Anchor represents your unique combination of perceived career competence, motives, and values*

- Prompts thinking about what you really want out of your career.



[What are Career Anchors?](#)



## | Career Anchors

### **Activity**

- Reflect on your career anchors (hand-out to support this)
- Discuss in pairs

If unsure, complete the online questionnaire - link at end

Technical / Functional Competency

Autonomy / Independence

General Managerial Competency

Security / Stability

Entrepreneurial Creativity

Service / Dedication to a cause

Pure Challenge

Lifestyle

## | Appreciative Inquiry .....

If we continue to search for problems, we will continue to find problems.....

If we look for what is best and learn from it, we can magnify and multiply our successes .....

A.I is a shift from looking at problems and deficiencies to looking at strengths and successes.

Similar to "Powerful Questions" in the Capability Workshop.



<b>Problem Solving</b>	<b>Appreciative Inquiry</b>
<ul style="list-style-type: none"><li>•What went wrong here?</li><li>•How can we avoid doing that again?</li><li>•What is wrong with communication?</li><li>•Why is employee engagement so low?</li><li>•What gaps do we need to close?</li></ul>	<ul style="list-style-type: none"><li>• What's working here? How might we get more of that?</li><li>• What helped us accomplish this? What can we learn from this?</li><li>• What possibilities exist that we haven't yet considered?</li><li>• What is it that keeps us energized and engaged?</li><li>• What's the smallest change that could have the biggest positive impact?</li></ul>



## | AI / Powerful questions.....

- What was the best bit about...?
- What was really important about your experience of...?
- What made it possible?
- What did you value most about...?
- If you had one wish for the future in relation to...what would it be?
- What did you find that you were able to build on?
- Who were your friends/allies in this?
- What would make it even better?
- What are the possibilities in relation to....that you might not have seen before?
- What might the impact of...be?
- What options can you create here?
- What might you achieve here?



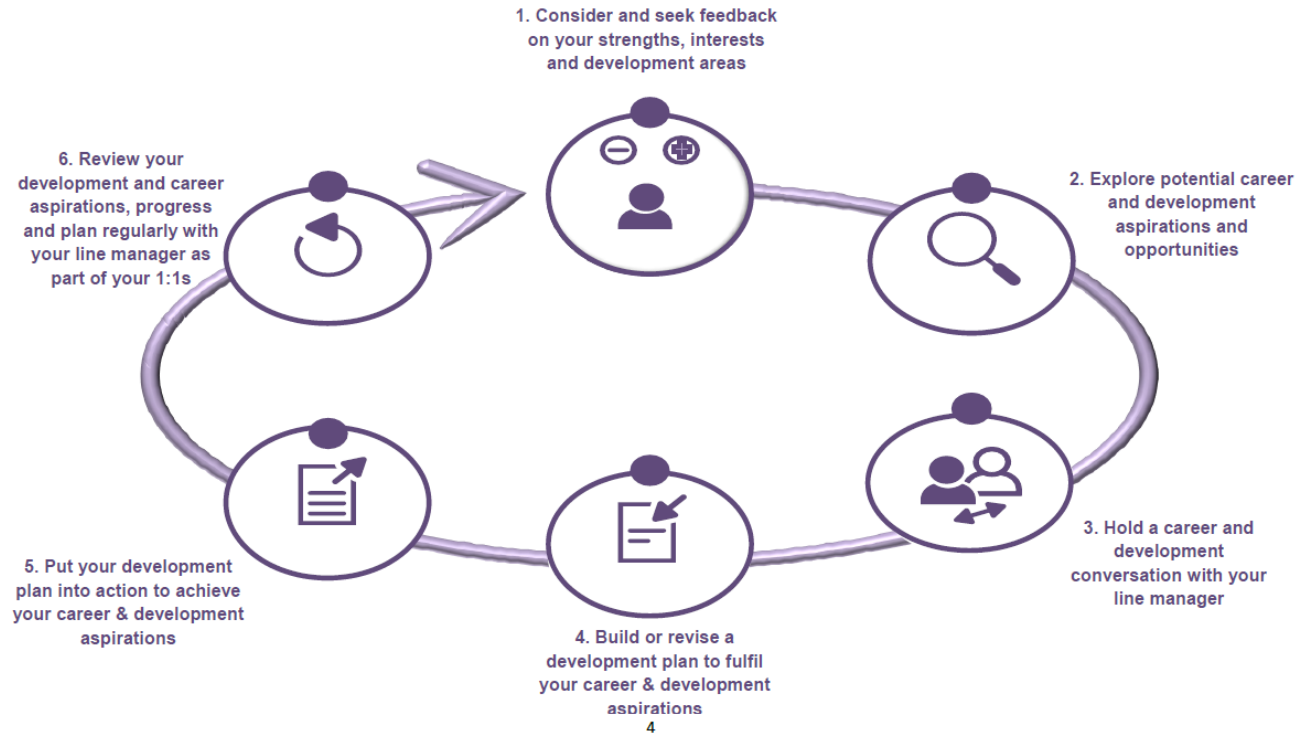
## Using Appreciative Inquiry to explore potential career aspirations and opportunities

Building on your career anchors, start to consider the following:

1. Which parts of your role do you enjoy most?
2. If you could choose any job, what would that look like? Why?
3. What projects or business areas interest you or use your strengths?
4. What skills, knowledge or experience would you like to improve?



# | Career Conversations - A structure



**Career Development Toolkit**

Whether you're wishing to identify the next step in your career, navigate the process of applying for jobs, or explore the career development opportunities that are open to you, this page is designed to signpost you to the guidance and resources available at SHU.

<p style="text-align: center;"><b>Career Planning</b></p> <p>In order to make the right career decisions, it's important to be clear about your strengths, values, skills and aspirations. A good place to start is with the video '<a href="#">Taking Charge of your career</a>' on <a href="#">Lynda.com</a> (available to all staff <a href="#">here</a>). This 45-minute video takes you through the process of career planning, helping you to identify your skills and evaluate your potential career paths via a comprehensive workbook-based activity.</p>	<p style="text-align: center;"><b>Skills Development</b></p> <p>If you have identified skills gaps in your CV, consider what training/development opportunities you need to fill these. The <a href="#">People Development Team</a> run a number of internal skills-based courses – such as Powerful Presentations and Managing People – and <a href="#">Lynda.com</a> hosts e-learning modules on a range of IT and generalist skills.</p> <p>Also consider what work-based learning you can undertake to meet some of these gaps and speak to your line manager about what you can do to plug these gaps.</p>	<p style="text-align: center;"><b>Capabilities Workshop</b></p> <p>The new <a href="#">Professional Services Capabilities Framework</a> indicates the skills/experience needed for different grade roles at SHU. To help you better understand how to apply the framework, the People Development Team run a regular Capabilities Workshop which explores how to use the Capabilities Framework to help you plan your career and development (listed on <a href="#">CORE portal</a> under "Capabilities Workshop".</p> <p>Please note that extra workshops will be scheduled throughout the year to support staff impacted by the PSOM.</p>
<p style="text-align: center;"><b>Career Anchors</b></p> <p>Career Anchors is a self-assessment tool which can help you gain insight into your own values and aspirations. Having a clear concept of what you are good at, what you value and what motivates you can then help you make the right choices about your career.</p> <p>The People Development Team has a limited supply of the Career Anchors workbooks for individuals to complete. To access a copy, contact the People Development Team on x3948.</p>	<p style="text-align: center;"><b>Mentoring</b></p> <p>"A mentor is a more experienced individual willing to share knowledge with someone who is less experienced in a relationship mutual of trust" <b>Clutterbuck 2004</b></p> <p>If you're wishing to undertake some broader career planning, the University has a comprehensive mentoring scheme in place which can help you to identify your career goals. Mentoring is a time-limited process which gives you the space to explore questions about your career. Before selecting a mentor, you need to be clear about your objectives and discuss these with your line manager. For more information, visit the <a href="#">University's Mentoring Scheme</a>.</p> <p>Becoming a mentor yourself is also a great way of giving something back and developing your</p>	<p style="text-align: center;"><b>Applying for jobs</b></p> <p style="text-align: center;"><b>Workfriend</b></p> <p><a href="#">Workfriend</a> is an online portal designed to support you with your career. It includes:</p> <ul style="list-style-type: none"> <li>• Interactive tools – (e.g. mock interview simulations)</li> <li>• Personalised action planning (to help you reach your career goals)</li> <li>• Preparation support for interviews (Hints, tips and advice)</li> <li>• Practice questions (videos, advice and mock questions to try)</li> </ul> <p style="text-align: center;"><b>How do I get access to it?</b></p> <p>Please email your full name and SHU email address to the People Development team at: <a href="#">! Bespoke Development Requests</a>.</p> <p><i>Once you have a license, it will be valid for 3 months.</i></p>

| Your Career Roundabout



## Resources



[Effective career & development conversations: A guide for individuals and line managers](#)

[Capability Framework](#)

[Career Development Toolkit](#)

[NHS Online Career Anchors Questionnaire](#) or [email](#) the People Development Team for a book.

[Online Strengths Questionnaire](#)