



Local Government Training Group

## **CAREER DEVELOPMENT WORKSHOP**

The aim is to enable participants to assess their personal strengths, values and life/career aspirations; set goals and develop an action plan to achieve this.

The objectives for the event are that participants will

- develop an accurate self-assessment of strengths, experience, values, aspirations as a starting point.
- create a personal vision of the future in the short, medium and longer term.
- set goals and develop action plan to achieve these including personal development.
- understand how to create a CV and undertake a job search.

**TRAINER:** Anne McMurray

### **Design and Outline Programme**

The main components of the workshop design are

(a) Who am I? – a self-assessment of strengths, weaknesses, values and current situation. Materials will be developed to support this. This session will be affirming, realistic and challenging to self-limiting beliefs.

Participants will complete a simple self-assessment Myers Briggs report to help them appreciate their personal style and natural aptitudes.

(b) What I want? - developing a picture of “how I would like things to be in the future” incorporating work and lifestyle choices, which is compelling and attractive to the individual, reflecting the participants aspirations.

(c) Making it Happen - shaping goals and actions: translating ideas into workable achievable plans which are grounded in reality but creatively crafted.

(d) Preparing a Curriculum Vitae as an individual credibility statement which can be used in future as a source reference for job applications and interview preparation, on which some guidance will be provided

Each participant will receive a workbook which will contain pro-formas and guidance for each of the activities. Participants will also receive further literature and references for follow up.

## **COURSE CONTENT:**

- 9.45 am Arrive and coffee
- 10.00 am Start
- Welcome: Introductions, expectations, approach(1 minute introduction from each person)
- 10.30 am Who am I: self assessment exercise.  
Individual reflection and paired discussion
- 11.00 am Break
- 11.15 am How I am: personal style and preferences using MBTI self report,  
followed by individual reflection and information
- 12.30pm What I want: developing a picture of how I would like it to be based  
on work and lifestyle choices
- 1.00 pm Lunch
- 1.45pm Making it happen: options for change - input and discussion  
I Individual goal setting and action planning
- 2.45 pm Developing a CV – input on structure and drafting practice  
Guidance on job search and interview preparation  
Questions and answers
- 3.45 pm Review of event
- 4.00 pm Close