



Derek Hendrikz Consulting Presents:

Individual Career Management

Duration:	1-day
Max. Participants:	20
Facilitators:	1
NQF Level:	4
SETQAA Accreditation:	Services SETA – Decision Number 2072

About the workshop:

This programme sets out to give participants the necessary knowledge and skills to manage their own individual careers. The workshop will work practically with each learners own motivation and career needs. On completion of the training, each participant should leave the workshop with a very clear career plan and vision of what he/ she wants to achieve individually.

The workshop outcome:




On completion of this workshop, the participant should be able to manage his/her own career effectively.

Workshop objectives:

Participants will achieve the workshop outcome by being able to:

- Have a well defined career plan.
- Know which of his / her own competencies need development in order to be effective in his / her career.
- Apply career acceleration techniques in order to achieve his / her career goals with speed.

Included:

-  All programme materials and handouts.
-  Issuing of certificate on completion of programme.
-  Permanent record keeping of all programme results and assessments.

Training methodology:

The methodology is based on interactive learning, i.e. learners will learn by doing. Furthermore learners will use examples from their own organisations, thus ensuring that the learning is anchored at their workplace.

As with all DHC training programmes, we strive to effect actual change back at the workplace through effective and practical outcomes based training.

Programme:

Time:	Day Programme:
08:00-10:00	Planning your career path
10:00-10:30	<i>Convenience Break</i>
10:30-12:30	Developing your competencies
12:30-13:30	<i>Lunch</i>
13:30-15:00	Career acceleration techniques
15:00-15:15	<i>Convenience Break</i>
15:15-16:00	Day Review

Who Should Attend?

- Suitable to all employees at all levels.
- Managers & supervisors.
- Professional & functional personnel.
- Any person interested to effectively manage his / her own career.

Programme:***Planning your career path***

- Secrets of successful career planning.
- Understanding what makes you 'tick'.
- Focussing on your uniqueness.
- Doing a personal values alignment.
- Defining personal mission and vision.
- Defining your roles in life.
- Identifying opportunities.

Developing your competencies

- Understanding which growth is needed.
- Personal knowledge creation.
- Developing your skills.
- Developing your attitude and values.

Career acceleration techniques

- Secrets of career acceleration.
- Basic career decisions.
- Where do you want to be (affirming your vision).
- Becoming a 'Brand'.
- Finding the most effective and efficient way.
- Preparing to pay the price.

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