



CAREER SERIES

RISING TO LEADERSHIP

After watching the video complete the exercises below to put what you have just learnt into practice.

PART 1: KNOWING YOURSELF

The first step in planning your career is evaluating and understanding where you want to go. Complete the activity below starting with where you are now and what your career goals are along the way to your end goal:



SWOT ANALYSIS

A SWOT analysis is a powerful tool that can help you identify not only your strengths and weaknesses but discover a direction for personal and professional development which can help you reach your career goals. The following questions will help you complete your SWOT analysis:

Strengths:

1. What do you do best?
2. What are your positive traits?
3. What advantages do you have? (Education, skills, network etc)
4. What is your greatest achievement?
5. What values do you have that might help you reach your goal?
6. What do other people see as your strengths?

Weaknesses:

1. What tasks do you avoid doing because of a lack of confidence?
2. What personality traits may be holding you back in your career?
3. What disadvantages do you have?
4. What could be seen as negative habits you have?
5. In what areas do you need more work, education, training etc?

Opportunities:

1. How can you turn your strengths into opportunities?
2. How can you turn your weaknesses into opportunities?
3. How could you fill a gap a business might have that other people may not be able to?
4. How are businesses and careers changing? How can you take advantage of that?
5. How could you work on your weaknesses and make them a strength?
6. What new technology may help you meet your goals?
7. Do you have a network that could help you achieve your goals?

Threats:

1. What obstacles do you face?
2. Could any of your weaknesses prevent you from succeeding?
3. Do any of your strengths hold you back?
4. Do you have any obligations (family, study, work etc) that may limit your development/ability to reach your goal?

Complete your own SWOT analysis below:

STRENGTHS	WEAKNESSES
OPPORTUNITIES	THREATS

PLOT YOUR SKILLS

Think about the skills you will need to achieve your goal and where you are now. Plot them on the graph below so you can see what you need to work on (0 = needs more work - 5 = Done expert):



SHOWING YOUR SKILLS

Think about the skills in the table above. Pick the three that you rated the highest in and provide an example of how you demonstrate these skills. This is a great exercise to do before an interview as it demonstrates that you not only know what your strengths are but provides examples that give employers an idea of how you use these skills to your advantage.

Skill 1: _____

How you demonstrate this skill:

Skill 2: _____

How you demonstrate this skill:

Skill 3: _____

How you demonstrate this skill:

Get a second opinion

For an objective assessment, it's always a great idea to seek guidance from others as well. When you have completed the SWOT analysis show a friend, family member, mentor or colleague (someone you feel comfortable with) to see if they would agree with what you have listed.

List their feedback below:

DEVELOPMENT

Through your self assessment you may have identified particular skills or areas of knowledge you wish to develop. What are these?

Development Opportunities:

PART 2: EXPLORE POSSIBILITIES

What possibilities or career pathways are attractive to you. Consider your self-assessment outcomes and future.

Pathway Option 1:

Prerequisites and requirements to achieve this option:

Pathway Option 2:

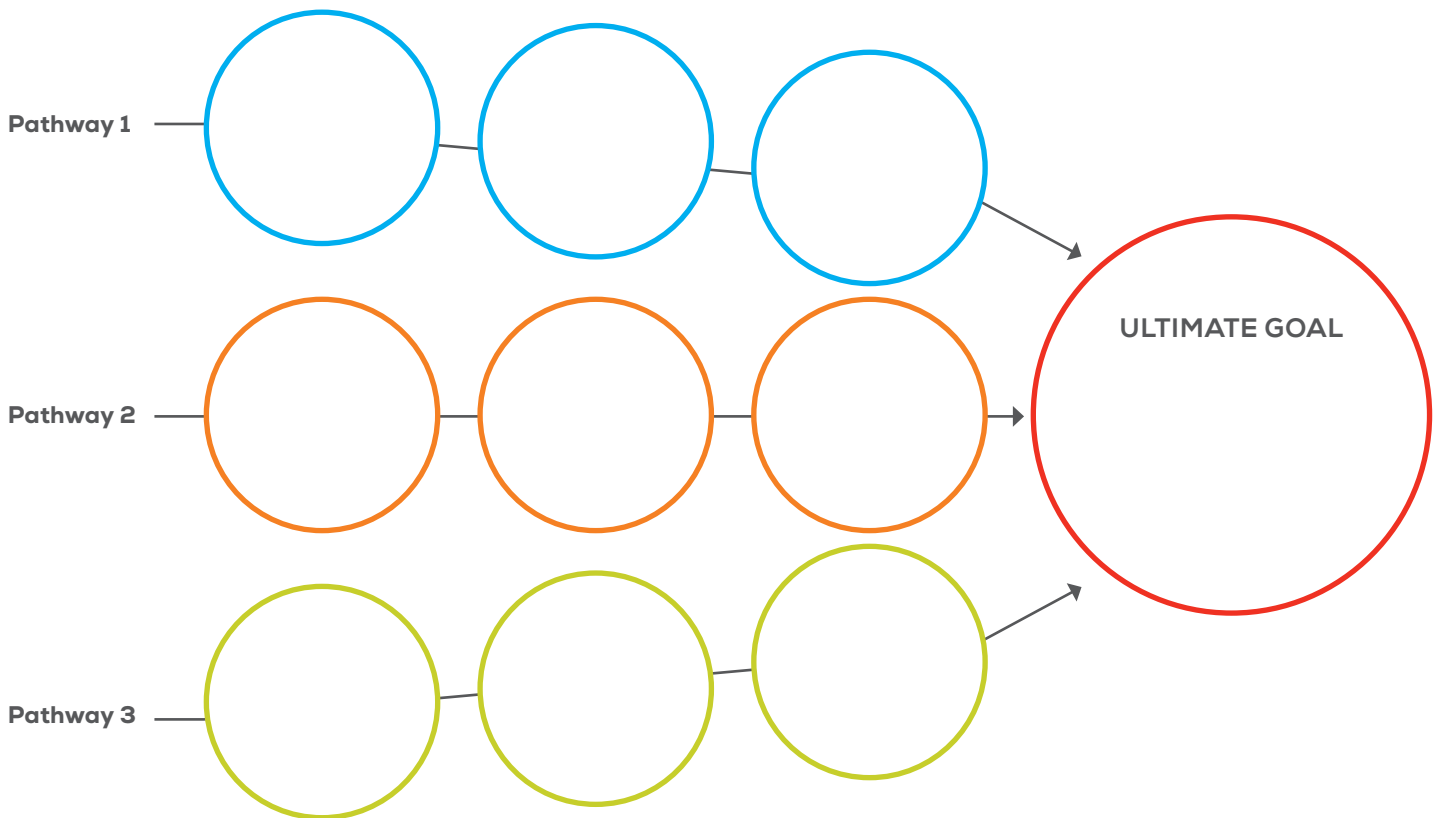
Prerequisites and requirements to achieve this option:

Pathway Option 3:

Prerequisites and requirements to achieve this option:

You can plot these on the map below:

What steps would you take along this pathway to reach your goal?



PART 3: MAKING CHOICES

Consider the suitability of each option and decide which one is the best match to your aspirations and workforce needs. Before making the decision, consider also:

1. What are the perceived barriers/obstacles and how can they be overcome
2. Outside work commitments
3. The level of involvement required
4. Which of my options responds best to my employer and workforce needs?

Based on the choices you have made, and the development opportunities you have identified now write your goal(s). Aim to make each goal as specific as you can.

Goal 1

Required to achieve goal 1:

Goal 2

Required to achieve goal 2

Goal 3

Required to achieve goal 3:

PART 4: MAKE IT HAPPEN

In order to achieve your goals you need to have an agreed course of action. You and a trusted mentor/friend need to have a clear understanding of what steps you will be taking and the commitment needed by both.

You are now ready to detail who has to do what to make things happen.

Agreed course of action/action plan

Start date	Completion date	Skill, experience, knowledge to be gained	How will this be gained? (e.g. on the job experience, formal/informal seminars/courses, coaching/mentoring etc)	Provider (e.g. workplace educator, university, coach/mentor etc)

REVIEW DATES

Progress on the agreed course of action will be reviewed on _____

This career plan will be reviewed on _____

Sign and Date by yourself _____

Sign and Date by your trusted mentor/friend _____

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