



Develop Your Career

What is it?

Take Charge: Develop Your Career is a one day workshop that provides your employees with all the skills, tools and support they need to make their roles and careers more successful and fulfilling.

Take Charge: Develop Your Career takes your employees through all the steps leading to the creation of a powerful Personal Development Plan (PDP) that meets both their needs and yours. It provides them with a roadmap for personal success combined with delivering what you, their employer, needs: performance and results.

They truly “Take Charge” of their own career development.

Where does it come from?

The *Take Charge: Develop Your Career* workshop has its roots in research conducted at Harvard University in the late 1970s. We’ve added best practice assessment tools and models based on our work over more than 30 years in Organisational and Personal Development, to create a rich and powerful programme.

What preparation is required?

Participants are expected to complete the Gallup Strengthsfinder assessment prior to their participation in the workshop. This requires the completion of a 40-minute, uninterrupted, online survey. Participants print out and bring their personal strengths report with them to the workshop.

Who should attend?

The workshop is designed for organisations who would like to empower their employees to take charge of their professional development; and for individuals who are ambitious about their career and would like to understand how they can take more control over it.

What is expected of participants after the workshop?

Participants leave the workshop with a 'first draft' of their Personal Development Plan (PDP). They will already have received initial feedback on it from their peers and should seek further support from their line manager or career coach to help them refine, agree and then implement their MASTER objectives.

The PDP should be a 'living document' that is continuously updated as changes take place in the personal and professional situation of each employee.

In taking charge, we recommend that employees seek ongoing coaching support from their peers, line manager and/or career coach, to help them keep their career development aligned with their organisation's needs and changing priorities.

Workshop Content

1. Expectations of the Organisation

Introductions

- Overview of the workshop style and approach
- Introduction to the ExtraMILE™ Model of Employee Engagement and how to use it to *Take Charge of Your Career*

Organisational Leadership: The Vision, Values and Priorities that Drive Action

- Your organisation's vision, values and strategic priorities
- Your department's goals and objectives
- Your personal goals/KPIs

Organisational Infrastructure: The Systems, Structures and Resources that Enable Action

- Key Systems, Structures and Resources that enable effectiveness in current your role

Culture: What makes Us, Us

- Building career momentum
- How the organisational culture supports your engagement and how you can positively influence it

Organisational Summary

- Summary of learning and key action points from *Expectations of the Organisation*

2. The Individual's Contribution

Your Efficacy: The Knowledge, Strengths and Behaviours that Enable Action

- StrengthsFinder analysis: Your *Top 5 Personal Strengths* and how to utilise them

Your Motives: The Values and Beliefs that Drive Action

- Identifying your *Top 5 Personal Values* and how you utilise them

Your Personal Brand: What Makes You, You?

- Identifying your career goals: short-, medium- and long-term
- Understanding the *Career Stages Model* – maximising your contribution
- The *Personal Brand Matrix* – managing your Personal Brand over time

Personal Summary and Peer Coaching

- Summary of learning and key action points from the *Individual's Contribution*
- Introduction to peer coaching

Alignment and Performance: Bringing the Organisation and Individual Together

- The *Role Assignment Analysis Tool*
- Setting MASTER Objectives and preparing for your Development Discussion

Final Review and Next Steps

The Take Charge: Develop Your Career workshop is available both as an Emenex facilitated workshop and as a licensed programme for you to implement with your own in-house team, following a Train-the-Trainer assessment programme.