



the Management Development Institute

business and management education since 1981

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Career Development

Code: CT92-505

Duration: 1 day

Series: Personal Development

Career aspirations

Career preferences
Career-related skills
Career exploration

Career strategies

Developing career goals
Creating career strategies

Career excellence

Working to excel
Marketing yourself
Staying competitive

Professional networking

Networking to advance your career
Seeking career guidance
Developing a career network

By completing this course, participants will learn how to:

- ✚ Identify career preferences, seek professional career counselling, recognise the types of skills that promote employability, identify their skills, develop new skills, explore career options to meet their personal and professional needs, and avoid the pitfalls in career exploration.
- ✚ Define, set, and maintain career goals, avoid career goal-setting pitfalls, identify the stages of the career development cycle, plan a career strategy, and identify the types of career moves in an organisation.
- ✚ Maintain productivity, develop self-discipline, establish a professional image, promote themselves within and outside of their organisation, take the advantage of skills and talents, learn new skills, and compete with oneself.
- ✚ Network effectively to advance in their careers, define their career needs, choose a mentor or a coach, find a sponsor in whom to seek career guidance, communicate effectively, and build strong relationships to develop their career network.

Prerequisites: None