

# CAREER PLANNING TO HELP YOUR ORGANISATION STAY AHEAD

# About the Facilitator



**Jenny Chiang**  
**Senior Career Coach**

- More than 25 years of diverse international working experiences in the private sector, successfully career-switched to executive search in 2007, before moving on to be a Career Coach 8 years ago.
- Trained in career development facilitation, with experience and knowledge in providing guidance to individuals in gaining career clarity, for career planning.
- Certified Career Development Facilitator, Certified Workplace Big Five Profile, Certified Strong Interest Inventory<sup>®</sup>, Epitome Catalyst

# About the Facilitator



**Kelvin Tan**

**Senior Career Coach**

- 11 years of career coaching experience with prior experience in Financial Services and Marine Engineering
- Trained in Counselling. Worked with clients in invoking new perspective and gaining career clarity.
- Certified Career Development Facilitator, Certified Workplace Big Five Profile, Certified Six Seconds EQ Practitioner  
Epitome Catalyst

**What are the challenges your staff might face as your organisation embarks on Workforce Transformation (e.g. Job Redesign, creating new emerging roles, etc)?**

# Are you familiar with 'Career Planning'?

# What are the career planning practices in your organisation currently?

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# Career Conversations

# Start with a Casual Conversation

Start engaging in casual conversations to know your staff



Image by Freepik



# From Casual Conversation to Career Conversation

## Prepare for a Career Conversation

- Set clear goals and objectives with your staff - define what you want to achieve from the conversation
- Encourage your staff to reflect on his/her current career situation, career goals, strengths and skills
- Review your staff's career history, achievements, projects etc prior to the session
- Dress professionally; Manage your time; Be ready to actively listen during the conversation

# Key focus of a Career Conversation

- Set/share/review career goals
- Provide feedback on strengths and weaknesses
- Explore different career options
- Engage in reflection & self-assessment
- Identify skills to be developed and/or development opportunities
- Set action plans to meet career goals

# Career Conversation vis-à-vis Performance Appraisal - Are they the same?

## Career Conversation

**Two-way dialogue** on **career aspirations, strengths, and development needs**

Focuses on helping employees **plan and develop their careers** within the organisation

Develop career development plan outlining **specific actions for achieving career goals**

## Performance Appraisal

**Top-down** assessment on **job performance**

Focuses on **assessing performance** against specific job-related goals

Determine **salary increase, promotion,** or other rewards

# Benefits of having career conversations

- **Build rapport** with staff when you listen to their career needs and aspiration
- **Raise your staff's awareness of emerging jobs and skills**
- **Prepare them for possible transitions** as the organisation evolves
- **Improve your staff engagement** by sharing with them engaging stories about your experience or your business (People like to hear stories!)
- Help them **develop a sense of belonging** to the organisation

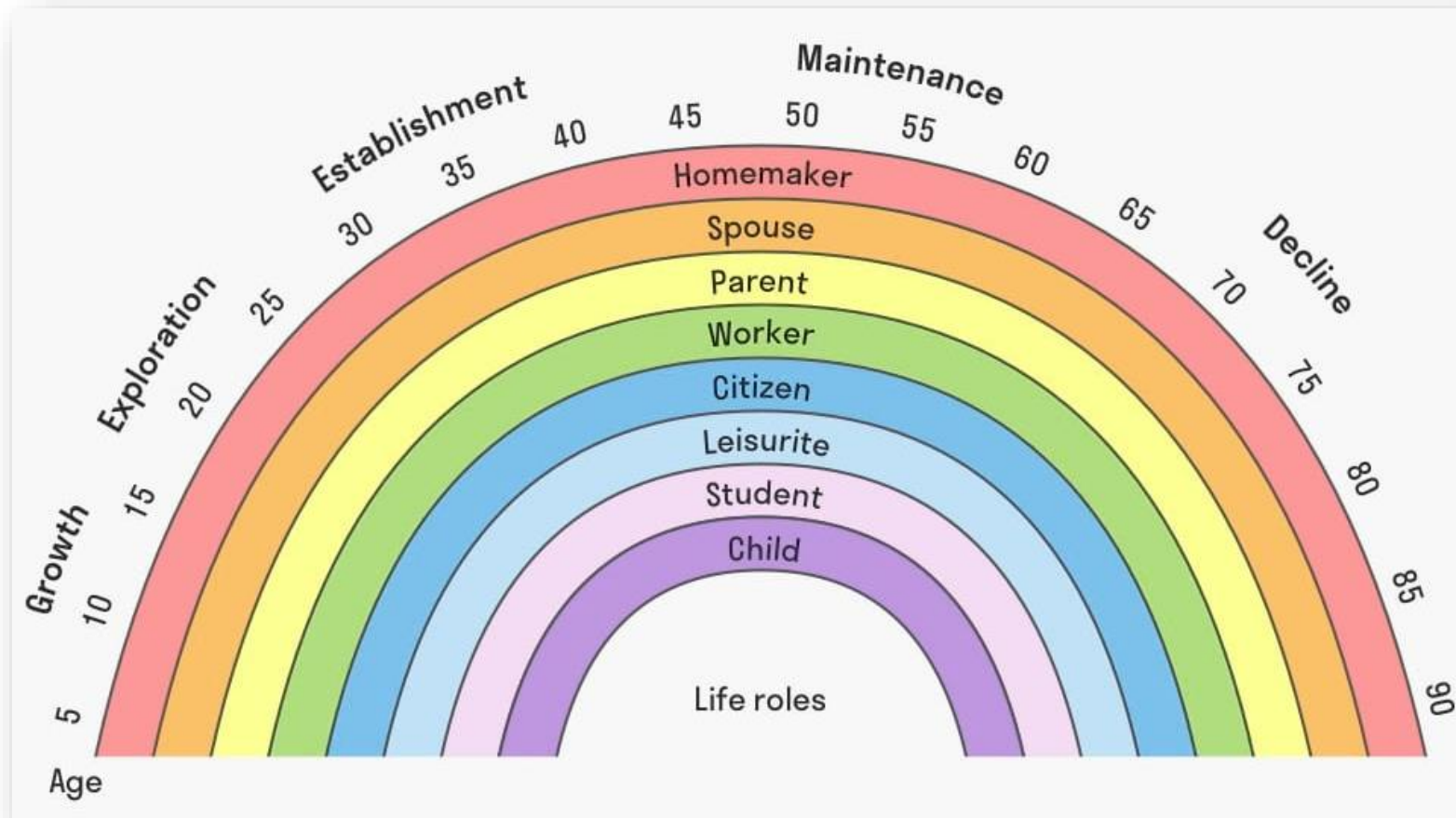
# Career Planning

# What is Career Planning?

I asked  ChatGPT and this is what I got...

Career planning is the process of **setting career goals** and **determining the steps needed to achieve** those goals. It involves **assessing one's skills, interests, and values, exploring career options,** and **creating a plan** to reach career objectives.

# Who should do career planning and when should it be done?



*Life Career Rainbow by Donald E. Super*

# What Career Planning aims to achieve?





# Why is it important for your staff?

- 1. Job Satisfaction:** Align their values and interest for better job satisfaction
- 2. Career Resilience:** Increase career resilience as workforce transforms with better awareness of their transferrable skills and skills gaps
- 3. Career Advancement:** Take ownership of their career and seek opportunities for growth and advancement
- 4. Higher Earning Potential:** Develop new skills and advance in their career (e.g. promotion, becoming a specialist, or moving into emerging areas)

# Why is it important for your organisation?

- 1. Smoother Transition as the Organisation Transforms** (e.g. through job redesign and/or creating new emerging roles) : Organisations can continue to stay competitive, as staff are better prepared to transit into new scope/roles, encouraging intra-mobility within the organisation
- 2. Improve Staff Retention & Increase Productivity:** Staff who are engaged are often more productive, motivated and likely to stay longer with the organisation
- 3. Facilitate Succession Planning:** With a better understanding of staff's career aspirations and skills sets, organisations will be able to identify and develop staff to take on key leadership roles
- 4. Attract Talents:** Employers who offer career planning and development opportunities are often more attractive to jobseekers, leading to better recruitment outcomes

# Sampling Time!



# Activity time

## Skills Exploration Worksheet

As part of Career Planning, Skills Exploration is necessary as it helps provide your staff with clarity on their transferable skills and skills gaps. This helps facilitate staff development and deployment as organisation transforms.



<https://go.gov.sg/skillsws>

# Skills Exploration Worksheet

## 1) Current

- On a scale of 1-10, how are your current competencies in line with your current role?
- Reflecting on your work areas:
  - What skills do you have and are proud of?
  - What skills do you think you lack to be able to do better?

# Skills Exploration Worksheet

## 2) Moving up

- Is going into a supervisory or managerial role something you aspire?
- How is the job function like? How different/similar is it from your current role?
- Do you think you have the required skills and experience to move up?
  - If yes, elaborate
  - If no, what skills do you lack?

# Skills Exploration Worksheet

## 3) Going Deep

- Are there any specialist/consultancy roles in your field?
- Are you thinking of becoming a specialist in your area of work?
- What skills do you require to become a specialist? Do you require certification to be recognised as a specialist?

# Skills Exploration Worksheet

## 4) Moving horizontally

- What are the different departments/divisions in your organisation?
- Who are the internal stakeholders that you work with? Do you like what they are doing? What are the cross-division projects you have been involved in and/or interested in?
- What are the emerging roles/other areas of work you might be keen to move into?
- What skills/competencies can you bring along?
- What other skills/competencies would you require for a smoother transition?



If you are eager to let your employees embark on career planning but may not have the resources to do so/do not know how to start, you can consider asking them to register for Polaris, a career guidance programme for PMETs.



<https://go.gov.sg/registerforpolaris-snef>

Topics that can be discussed:

- Understanding what I would enjoy at work and why that is important to me.
- Uncovering my talents and skills gap for career development.
- Finding my purpose at work.
- Discovering my preferred work tasks and environment.
- Making an informed decision about my career.
- Finding well-being at work.
- Exploring other roles.

# Objective of Polaris

Provide personalised career guidance to achieve career goals (competency development, career development, career wellbeing)

## Intro Session

3 x one-to-one sessions over a period of up to 3 months

## Post Session

- ✓ Share career needs and understand how the programme can support you
- ✓ Build rapport with coach prior to committing to programme

- ✓ Discover your career concerns and gain clarity of current state
- ✓ Reflect and gain self-awareness; reframe career perspectives
- ✓ Develop a **Career Development Plan** aimed at achieving career fulfilment, enhancing career development and well-being

- ✓ Keep track on progress of Career Development Plan

### Activities/Exercises

#### Career Flow Map

Map out your career state and gain awareness of your career situation.

#### Career Strengths Profiler

Discover motivated & burnout skills as well as opportunities for growth. Identify types of work & environment which you are more likely to thrive in.

#### Workplace Traits & Competency Profiling

Deep dive into your workplace traits and competencies.

#### Insights Explorer

Uncover career patterns & reflect on underlying personal factors that impact career choices.

#### Professional Bio

Craft a compelling professional bio to boost your credibility & distinguish yourself on professional branding platforms.

# Need help with recruitment?



## ELEVATE YOUR RECRUITMENT STRATEGY WITH CAREER GRIT

Sign up for an account with Career GRIT

Discover a variety of career resources specially curated for employers like you!



Virtual Career Fairs



Virtual Job Interviews



Candidate Directory



Walk-in Interviews

Register now and elevate your recruitment strategy!

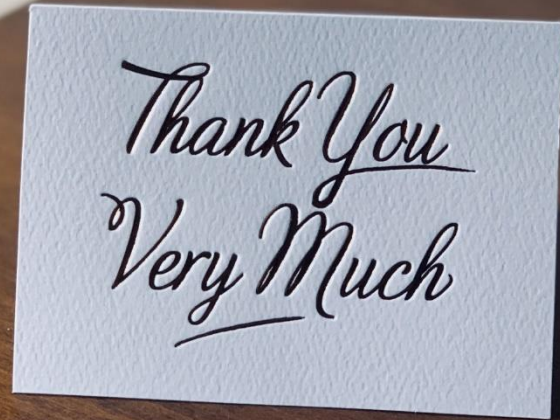


- Meet and interact with jobseekers virtually
- Search from a database of experienced jobseekers
- Attend on-site interviews

# Any Questions?

Thank you.

# Feedback Form



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