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IDENTIFYING CAREER PATHWAYS ASSESSING SKILLS, INTERESTS, AND VALUES

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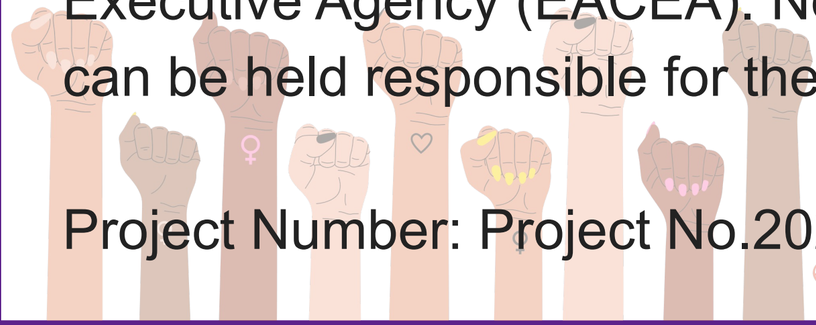

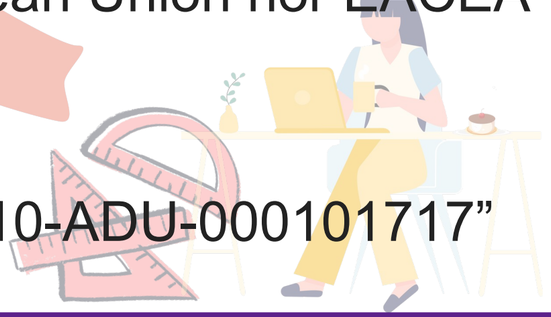

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Make a list of the “SKILLS" that you have acquired through your academic training

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- Communication: Writing, speaking, digital, and other forms of expression
- Cultural Competency: Understanding the diversity of human experiences across time and space.
- Synthesis and Analysis: Evaluating, contextualizing, and drawing insights from evidence.
- Problem Solving: Framing problems, posing good questions, and knowing how to seek solutions.
- Project Management: Systematically planning, tracking, and completing large projects.
- Teaching: Transferring knowledge or skills to others through leadership and collaboration.
- Intellectual Confidence: The ability to apply your skills and knowledge to new areas.

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Make a list of the SKILLS that you have acquired through experiences other than research and teaching.

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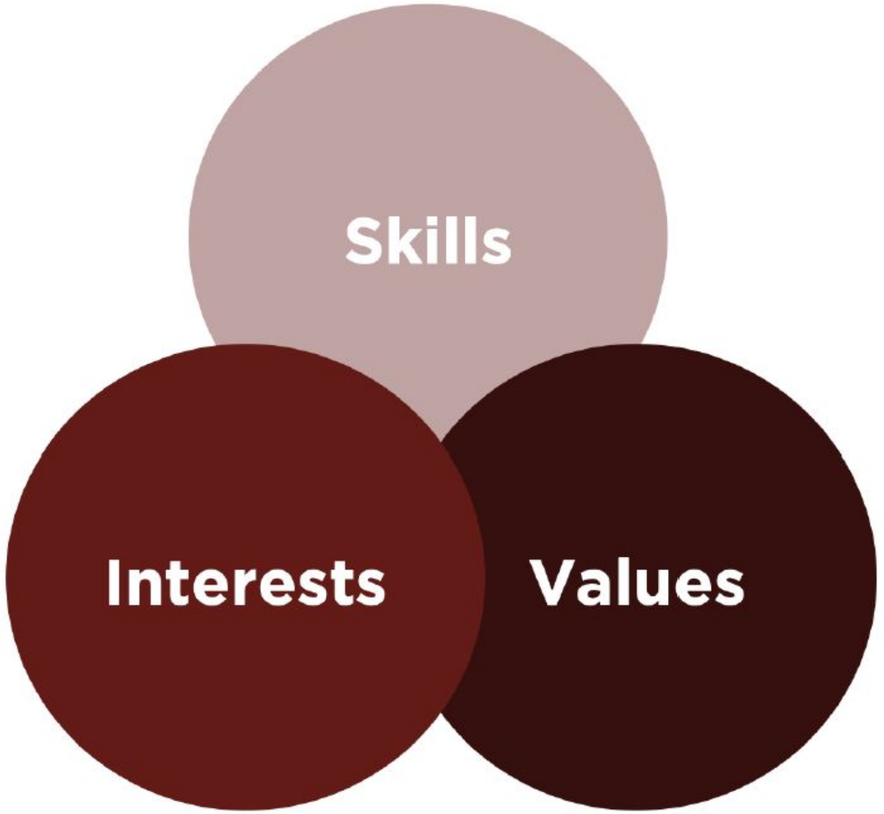
- These experiences could include administrative roles, departmental service,
- internships, externships, workshops, volunteer roles, or mentorships.
- Leadership.
- Collaboration.
- Fundraising.
- Management.
- Negotiation.
- Networking.
- Budgeting.
- Graphic Design.
- Customer Service.
- Administration.
- Entrepreneurship.
- Social Media.
- Publicity.



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Reflect upon your VALUES, especially as they concern your ideal work environment.

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- Do you want to bring the arts to more people?
- Do you want to help a start-up or nonprofit get off the ground?
- Do you want to help students navigate the college experience?
- Do you want to improve public understanding of a certain region or culture?
- Do you want to help a company adapt to a changing marketplace?

Your interests can guide your career exploration by pointing you towards organizations and roles that will sustain your attention and leave you feeling more satisfied at work.

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Reflect upon your VALUES, especially as they concern your ideal work environment.

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- Where do you want to live?
- With what sorts of people do you want to work?
- How much do you value autonomy vs. collaboration?
- How many hours per week do you want to work?
- Do you want a predictable schedule?
- What salary or benefits do you need to live the life you want?
- What does your ideal workplace look like?
- What sorts of responsibilities do you want to have?
- Do you crave variety or stability at work?
- Do you want to work for a prestigious organization or institution?
- Do you want to travel often as part of your job?
- Do you want to manage or mentor others?

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Make ranked lists that prioritize your various “SKILLS”, “INTERESTS”, and “VALUES”

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- Rank your skills, interests and values in order of importance
- Consider which of these priorities are most important to you both professionally and personally
- For example, think about whether it is more important for you to have autonomy in your work or to be in a specific place. Is it more important for you to have a sense of mission in what you do?
- You can use a sensory grid list such as the one found in the book "What Color Is Your Parachute?".

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Use the results of your self-assessment to guide your CAREER EXPLORATION.

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- Seek fields and roles that will allow you to attain your most important;
- professional and personal priorities;
- Talk to alumni about their career trajectorie;
- Read job descriptions in your field of interest;
- Read the personal narratives available through Versatile Ph.D;
- Use an externship, internship, or volunteer experience to learn more about various roles;
- Read industry publications and blogs;
- Meet with a career advisor to discuss options.

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What is Career Exploration?

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- Purpose of career exploration
- Steps involved in career exploration

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Steps for Career Exploration

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- Identifying interests, skills, and values
- Creating a list of important career aspects
- Research Viable Careers
- Job descriptions, salaries, job outlook
- Creating a list of preferred choices
- Eliminate Unappealing Careers
- Assessing education requirements, salary expectations, job security
- Speak to Professionals
- Networking and gathering information from industry experts
- Get Involved in the Workplace
- Shadowing opportunities, gaining practical experience
- Revisit Your Choices
- Evaluating and narrowing down career options

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Tips for Career Exploration

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- Regular self-assessment questions
- Importance of updating resumes
- Open communication with managers
- Identifying transferable skills and work achievements

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Setting Clear and Achievable Career Goals

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- Definition of career goals
- Importance of setting clear objectives for career progression

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What is a Career Goal?

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Career goals are specific, measurable achievements or points in one's professional life that one strives to reach. They define the desired professional trajectory and serve as a guide for the progress and development of the individual in his career.

Steps to Setting Career Goals:

- Explore opportunities
- Preparation and training
- Create SMART goals
- Constant monitoring and adjustment
- Access to resources and support

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Steps for Setting Career Goals

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- Explore the Possibilities
- Researching and exploring occupational preferences
- Compare Options
- Assessing advantages and disadvantages
- Establish Short-Term Goals
- Focusing on learning, experience, skills development
- Establish Long-Term Objectives
- Plotting a career progression pathway
- Write SMARTER Career Goals
- Specific, Measurable, Achievable, Realistic, Timely, Empowering, Reviewable
- Be Flexible and Measure Progress
- Adapting goals over time, measuring achievements

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Writing Down Your Goals

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- Importance of documenting career goals
- Benefits of maintaining focus and clarity

What if You're Unsure?

- Advice for those undecided about career paths
- Keeping options open and staying flexible

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Questions and answers

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JOB SEARCH STRATEGIES
NAVIGATING THE 2024 JOB MARKET

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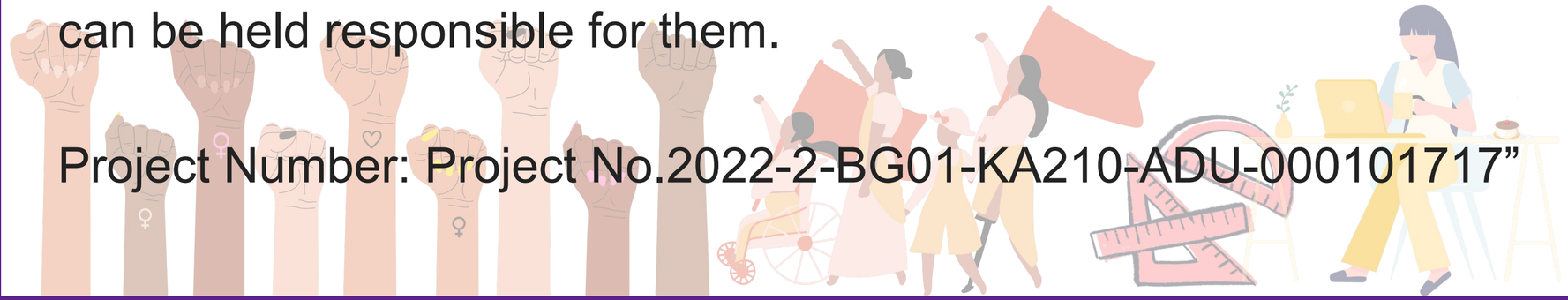

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Understanding the 2024 Job Market

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- Importance of staying informed about market trends
- Identifying in-demand fields
- Embracing emerging technologies and industries

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Crafting an outstanding resume

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- Tailoring your resume for each application
- Making a strong first impression with your resume
- Highlighting relevant skills and experiences

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Optimizing Your LinkedIn Profile

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- Importance of a polished LinkedIn profile
- Updating profile with professional photo and work history
- Engaging with industry professionals and expanding network

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The Art of Cover Letters

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- Customizing cover letters for specific applications
- Making cover letters compelling and impactful

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Effective Networking

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- Leveraging LinkedIn for networking
- Utilizing personal network for referrals and opportunities

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Preparing for Interviews

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- Researching company and role
- Practicing common interview questions
- Presenting oneself confidently and professionally

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Leveraging Job Search Engines

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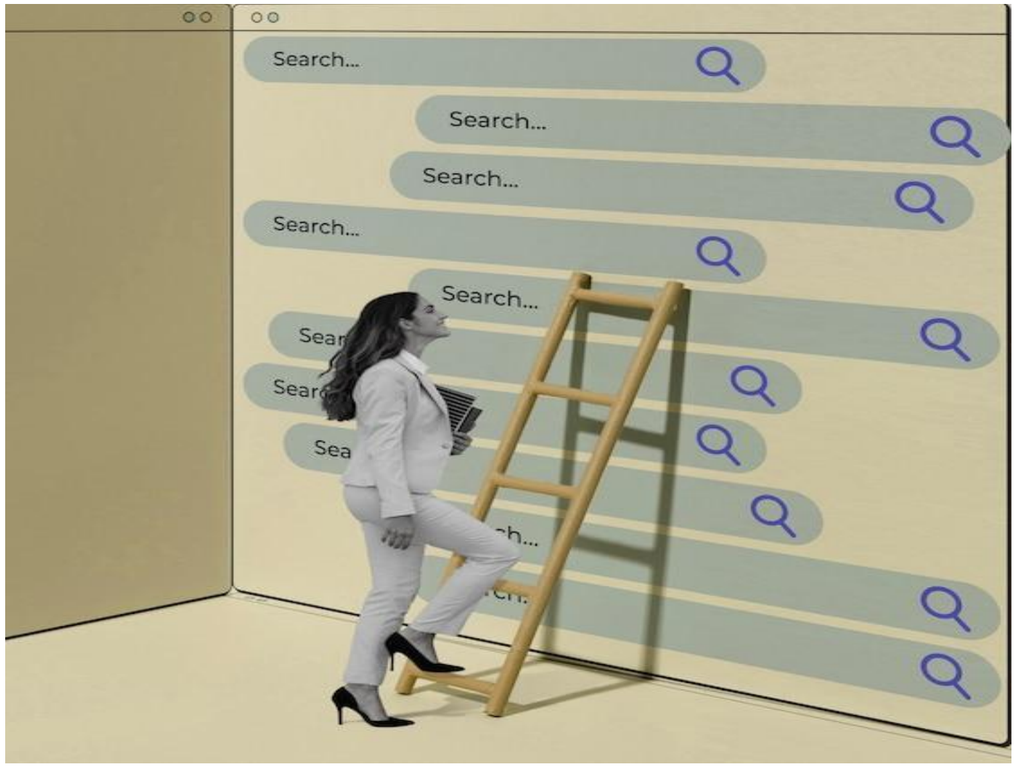
- Utilizing keywords for effective job search
- Setting up job alerts for relevant opportunities



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Navigating Remote Work Opportunities

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- Emphasizing relevant skills for remote work
- Focusing search on companies offering remote opportunities

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Continuous Career Development

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- Importance of continuous learning and skill development
- Being proactive in career development journey

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Conclusion

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- Summary of key points discussed
- Encouragement for proactive and adaptable approach in job search

Questions?

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PROFESSIONAL DEVELOPMENT AND LIFELONG LEARNING

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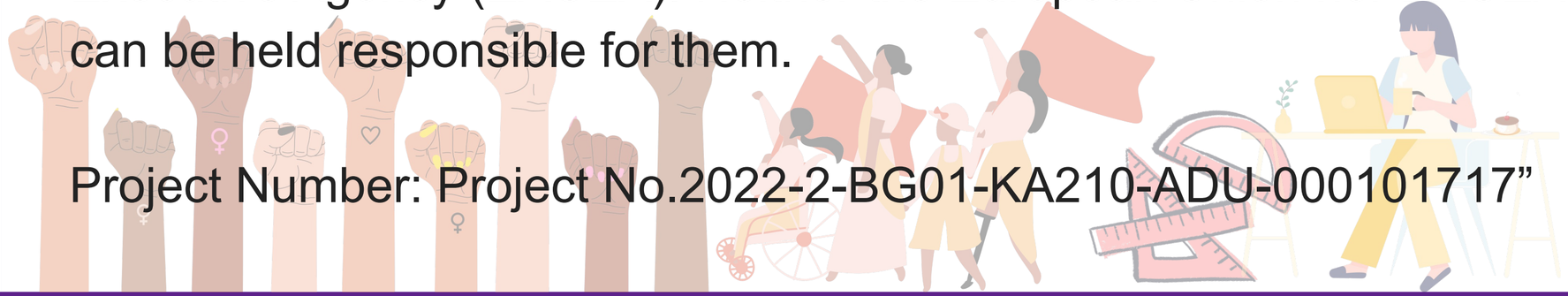

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Introduction

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- Adoption of continuous learning as a basic principle of professional development.
- Understanding the importance of lifelong learning in today's dynamic work environment.

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Importance of continuous learning

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- Continuous expansion of knowledge and skills.
- Consolidation of existing skills and acquisition of new ones.
- Supporting personal and professional growth.

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Principles of lifelong learning

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- Retention of knowledge at higher levels through reinforcement.
- Elements for creating a continuous learning environment:
- Easily accessible learning opportunities.
- Opportunities to apply and test new skills.
- Cultivating a learning culture with sustainable practices.
- Collaboration and feedback mechanisms.

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Benefits of lifelong learning

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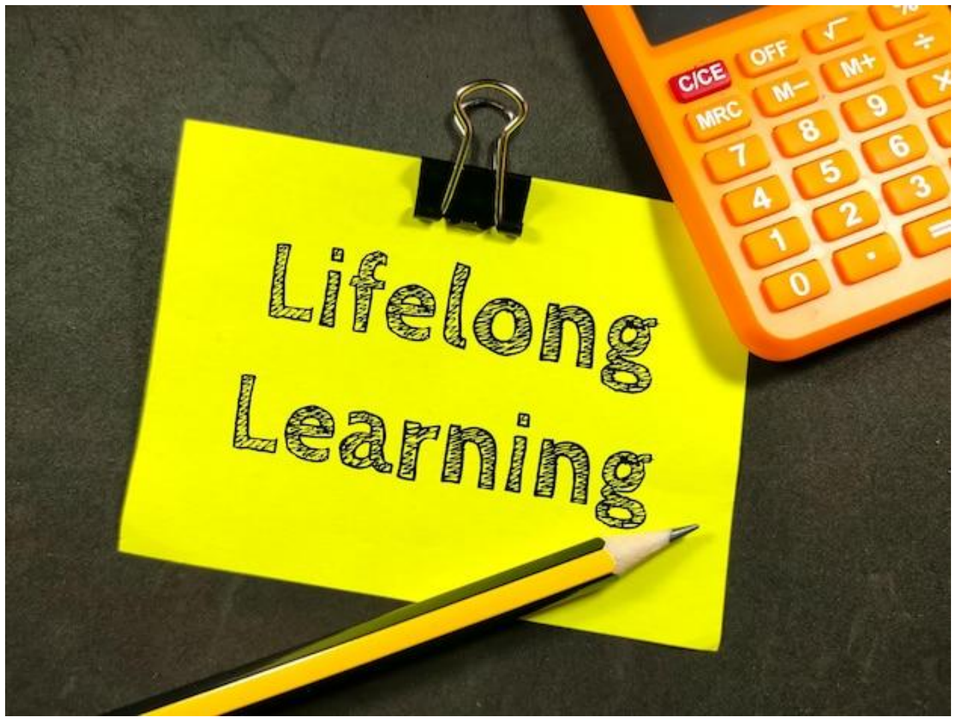
For Persons:

- Career development and progression.
- Obtaining professional licenses or certificates.
- Exploring new opportunities and perspectives.

For Organizations:

- Achieving organizational goals.
- Cultivating a culture of innovation.
- Improving employee satisfaction and retention.



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Strategies for continuous learning

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Structured Training:

- Formal methods such as courses, seminars and workshops.

Social Learning:

- Interaction, collaboration and learning from others.
- Self-study:
- Independent methods to improve skills.

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Creating an environment for continuous learning

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- Management involvement and support.
- Development of a comprehensive training plan aligned with organizational goals.
- Provision of resources, time and training opportunities.
- Examples include lunchtime training sessions, online courses, mentoring programs, etc.

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Identifying appropriate courses and certificates

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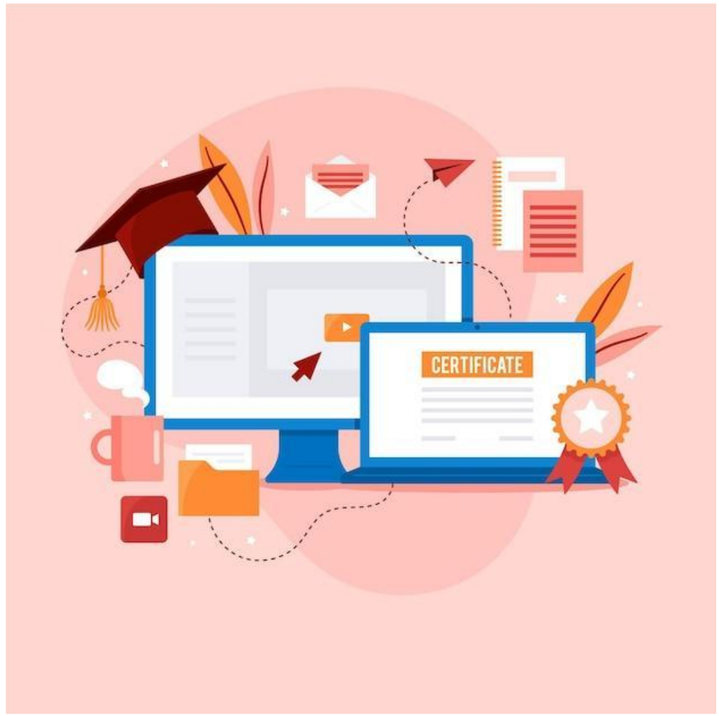
- Understanding Certifications, Attestations and Licenses.
- Importance of certifications for career development.
- Steps to obtain certifications and their benefits.



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Creating a personal and professional development plan

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- Building a road map to achieve long-term goals.
- Assessing skills, creating SMART goals and strategy.
- Focusing the mind, taking action and evaluating progress.
- The details of creating a professional development plan.

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Conclusion

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- Continuous learning and professional development are essential to individual and organizational success.
- By adopting a culture of learning, we support ourselves and our teams to thrive in an ever-changing world.
- Slide 11: Question and Answer Session
- Answer questions and encourage discussion about continuing education and professional development.

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Questions and answers

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