



Career Planner All About You

Your Strengths
Your Opportunities
Discovering YOUR Career

Your first step in helping you achieve your career goals. All the tools and resources you'll need to discover your strengths and which professional path YOU should take.



**Frontline
Recruitment**

All about you

Congratulations! You've taken the first step to achieving what YOU want in your career. Whether that's an internal promotion, or stepping up to a new role elsewhere or improving your skills.

To help you work out what you really want, it's important to take some time to think about who YOU are and where YOU want to go...

We understand it can be a daunting thought. But we're here to help, and the following toolkit will get you started in 3 simple steps.



Step 1: Understanding yourself

Before you start making any career changes, step back and think about what inspires and motivates you, and where your sense of purpose comes from:

1. What were my childhood hopes and dreams?

2. What is important to me in life?

3. What would I like to be doing in 5 years time?

You should now have a solid understanding of your life aspirations. Now take a few minutes to assess your strengths as well as areas you could improve, think about opportunities in front of you, as well as possible threats to your success:

	INTERNAL	EXTERNAL
INTERNAL	STRENGTHS	WEAKNESSES
EXTERNAL	OPPORTUNITIES	THREATS

Step 2: Discovering your strengths

There are many online tools that help you discover more about yourself, and how to play to those strengths at work as well as communicate to employers what you are good at.

We suggest you complete at least one of the below tools, to get more clarity on your individual strengths and personality:

Australian Government Profiling Tools (3-30mins)

GO

NZ Govt Profiling Tools (3-30mins)

GO

VIA Survey of Character (10mins)

GO

Red Bull Wingfinder (5-7mins)

GO

Clifton StrengthsFinder (15mins)

GO

Myers-Briggs Type Indicator (20mins)

GO

Step 3: Figuring out your skills

So, you now have an idea of your personality type, the time has come to make sure you know your skill set:

1. List all of your paid & unpaid jobs	2. Now list all the tasks you complete for each job	3. Describe the skills you need and use for each task

Summary: This is me

Whoo hoo! You should be feeling more confident and prepared to start the journey to achieving what you want in your career.

Use this page to summarise everything you've learnt about yourself, what inspires you, and the skills you'll use in achieving your career goals.

Use ONE word only in each box:

My childhood dream:	Most important things in life:
What I'll be doing on 5 years:	Best strength:
Biggest weakness:	Biggest opportunity:
Biggest threat:	My personality is:
My #1 skill:	My #2 skill:

Nice work! You've completed the first step in understanding yourself so you can really start kicking career goals.

Check out our next toolkit, 'Where You Want To Go', and start setting some achievable goals!