

# CAREER DEVELOPMENT MINDSET

~Analyze your skills and personal values to determine the right career roadmap and seize opportunities for promotion~



- ❖ You are unsure about how to explore your potential in your job or you lack the confidence to take on new challenges?
- ❖ You lack clear goals, direction, and a specific plan for your career roadmap?
- ❖ You aspire to advance your career within the organization, but you are uncertain about the necessary steps to take and how to enhance the required professional knowledge and skills?
- ❖ You don't know how to overcome challenges and stay self-motivated when faced with difficulties on your career development journey?

**The course not only helps you explore strategies for personal success but also fosters job satisfaction and empowers you to achieve your desired career goals.**

## CONTENT

### Part 1: Overview of Career Development

- ◆ What is career development?
- ◆ The role of career path in an organization.
- ◆ Analyzing the career path of the company/organization/department
- ◆ Current trends in career development
- ◆ Forms and levels of career development
- ◆ Vertical and horizontal career paths
- ◆ The importance of building your own career roadmap

### Part 2: Steps to Build Your Career Roadmap

- ◆ Step 1: Understand the organizational structure of the company/organization
- ◆ Step 2: Clarify your current job position
- ◆ Step 3: Build your career roadmap
- ◆ Step 4: Identify skills gaps
- ◆ Step 5: Develop a plan for self-improvement and development
- ◆ Step 6: Seek assistance
- ◆ Step 7: Complete and self-monitor your career roadmap

### Part 3: Methods of Proactive and Professional Work to Develop Yourself within an Organization

- ◆ Principles of taking ownership and responsibility
- ◆ Techniques for managing personal emotions
- ◆ Cultivating a proactive attitude that embraces challenges and takes responsibility
- ◆ The 6 levels of proactivity in work to enhance a goal-oriented working attitude and gain recognition
- ◆ Increasing resilience using the CORE model (Control – Ownership – Reach – Endurance)
- ◆ Methods for self-generating and maintaining motivation, fostering a positive mindset
- ◆ Techniques to build trust for effective collaboration with anyone

### Part 4: Applying Personal Development Plan – IDP

- ◆ Clarify personal purpose and goals
- ◆ Align personal purpose and goals with organizational/departmental purpose and goals

※The above content is subject to change without prior notices

## OBJECTIVES



- ➔ Understand the importance of career roadmap for personal development
- ➔ Understand the career path and competencies requirements for positions within the company to build your own career roadmap
- ➔ Identify common mistakes and traps in defining and developing your career roadmap

## TARGET



- ☒ Staff
- ☒ Middle-Management
- ☒ First-line Management
- ☐ Top-Management

## METHOD



**30% theory, 70% practice** through group discussions, presentations, case studies, role-playing, games, etc.



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