

BECOMING

MOER 2:

How to manage one's own learning path and career

EDUCATIONAL MATERIAL



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IN THIS MODULE YOU WILL LEARN

The importance of career planning and management

A new perception of professional career

Different types of career paths

The relevance of learning competences for career advancement

An example of career planning

WHAT THIS IS ALL ABOUT

People's life is strongly influenced by their work. Job satisfaction and disappointment particularly affect employee's mood, and have an irreparable impact on his/her personal sphere.

That is why there is a constant search for employment that is as emotionally and financially rewarding as possible. However, many live their careers passively.

In view of this yearning, the worker must find a way to stem the unpredictability of his professional career and, on the contrary, give it a clear direction, making the stages that constitute it foreseeable.



A NEW PERCEPTION OF PROFESSIONAL CAREER

- ▶ It is important that employees change the perception they have of their professional career. They must no longer see it as something intangible and formless, but rather as a long journey, made up of many intermediate stages, to be organized and planned.
- ▶ Keep in mind the non-linearity of the path: it will be subject to constant changes, obstacles and failures. It is crucial to consider every difficulty an opportunity for personal growth. The more you progress in your professional ascent, the more you will be required to embrace difficulties positively, increase your skills and face all the responsibilities that will be placed upon the worker.

DIFFERENT TYPES OF PATHS

In the creation of a personal career plan, a distinction must be made in terms of the nature of the career plan.

- ▶ **Personal** □ Developing over the individual's lifetime (individuation of the ultimate goal and track of the route from the starting point to the finish line).
- ▶ **Corporate** □ Developing through the achievement of well-defined milestones and with a perspective of career growth and advancement within a company.

Depending on the nature of the plan, the approach will also change. For instance, corporate plans are necessarily constrained by factors internal to the company and professional advancement is limited to that company's possibilities.

POINTS TO BE CONSIDERED WHEN PLANNING YOUR PERSONAL CAREER PATH

SELF-AWARENESS

The employee must reflect on both possibilities and limitations of his/her competences in order to understand where to set the goal.

Don't point at the stars if you don't have a telescope to observe them!

PERSONAL OBJECTIVES

The path has to be aligned to the worker's objectives that he/she envisages as the end point of his/her professional career. Remember that professional growth is not only about economic welfare!

EXTERNAL FACTORS

The path must be constantly monitored because, no matter how much one tries to plan it, a career is always prey to changes and market developments. Keep in mind these fluctuations when planning your career!

PROFESSIONAL GROWTH COMES WITH PERSONAL DEVELOPMENT

Regardless of the type of career an employee wants or the goals he/she intends to pursue, work advancement is a gradual growth that requires continuous learning in order to keep up with the difficulties and increasingly challenging issues that come between the employee and the final objective.

The more the employee accumulates experience and progresses professionally, the more the skills and abilities required increase.

This is why workers must constantly update both their technical and behavioural competences (hard and soft skills).

PROFESSIONAL GROWTH COMES WITH PERSONAL DEVELOPMENT

Be a good **LEARNER**

The ultimate goal is the culmination of a gradual growth that implies learning new skills constantly. Knowledge and skills are the main drivers of professional growth.



Be a good **LISTENER**

Take inspiration by superiors and colleagues, and gather information not only about the job but also about yourself.



Be a good **NETWORKER**

Establishing connections will help to get to know new contexts and provide a continuous confrontation with the outside world.



1 - BE A GOOD LEARNER

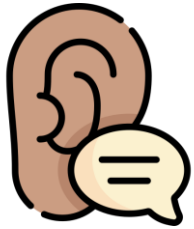


Constant learning will allow the employee to adapt and reconvert to the changes of a labour market that is constantly evolving, so as to increase one's competitiveness and attractiveness in the eyes of other companies that see a worker's propensity to change as one of the major factors in his or her professionalism.

Expanding one's know-how and always putting oneself out there is essential if one wants to make a difference and aspire to greater heights of professional fulfilment.

2 - BE A GOOD LISTENER

Getting feedback is tantamount to getting a view from a different angle of yourself and the way you operate.



Growth requires awareness of one's own weaknesses: it is only through understanding our perception by those around us that we can realize our professional shortcomings. Gathering the opinions of others means activating a continuous confrontation with colleagues and superiors.

The feedback can be collected and observed, so that we can have an outline of our strengths and, above all, of our weaknesses, in order to trigger self-improvement over time.

3 - BE A GOOD NETWORKER

Networking is an essential way to get to know surrounding work contexts and, first and foremost, to make oneself known to each of them.



The more the worker interacts with external contexts, the more doors he/she will open and roads he/she can hypothetically take to reach his/her objective.

With this in mind, the worker must both strive to excel in his or her field and, at the same time, ensure that this excellence is noticed elsewhere.

EXAMPLE OF CAREER PATH PLANNING



- **Professional goal:** The ultimate long-term objective in your career.
- **Context analysis:** Evaluation of personal, employment-related factors.
- **Set of competences:** List of skills to be learned in order to achieve the career goal.
- **Milestone #1:** Short-term goal that brings you a step closer to the success of your long-term journey.
- **Milestone #2:** Short-term goal that brings you a step closer to the success of your long-term journey.
- **Finish line:** The achievement of the goal set at the beginning of the journey.

CONCLUSION

In order to have a gratifying and satisfying working life, the career path must be perceived as something concretely “editable”, which can be organized according to the individual's needs.

- By doing so, the employee will stop living his/her career passively; on the contrary, he/she will develop a proactive attitude that will enable him/her to manage it in the long run and achieve successful outcomes.
- Setting oneself a goal and drawing up a series of intermediate steps will make it easier to reach it, as the worker will take short-term actions to climb the work ladder one step at a time, rather than taking it as it comes.

You just completed this training unit.

Congratulations!



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