



Your Career Plan

A Guideline

Ministry of Health (MoH) Requirement.

From 2012 all registered nurses funded by HWNZ for post graduate study will need a career plan. This guideline can be used by all health professionals.

Introduction

This guide to developing your career plan has been adapted from information provided by Health Workforce New Zealand (HWNZ). The guideline is designed to support health professionals with career development decision making in order to achieve their full potential.

What is a Career Plan?

A career plan is a plan for action. A continuous process of self-assessment and goal setting which helps you answer:

- Where have I been
- Where am I now?
- Where would I like to go?
- How will I get there?

Why is Career planning important for you?

Changes in health delivery brings an environment of workplace opportunities, and you can take control of your own career. Your career plan should be dynamic and professionally stimulating. Your career goals should be:

- realistic- I can do it!
- desirable- I want to do it!
- motivating- I will work to make it happen!

Purpose and rationale by HWNZ

- Benefits employer and employee
- No matter where you are in your career, it helps you control the career and lifestyle outcomes you want
- Good career planning involves you to be well matched to your health sector workforce which in turn helps with workforce planning
- Your career plan will combine formal and informal learning and will compliment existing processes such as PDRP

Reality Check- self marketing

- How do others see me?
- Assessed via PDRP, PR, Peer Review
- Establish a network- acquire a mentor or coach, identify your strengths, develop your communication skills

The four step process- Ready for Action

- Knowing yourself
- Exploring possibilities
- Making choices
- Making it happen

The four steps to career planning – what needs to happen

1. Knowing Yourself

Employee develops a clear view of their strengths, aspirations, values, resources and needs.

Things to work through include:

- Which aspects of their work they enjoy and which they don't
- Identifying skills, interests, values, motivators and personality type
- The extent to which their current or future role meets their aspirations and needs
- Any other specific preferences or pressures they may be facing.
- Identifying development needs

2. Explore Possibilities

Employee researches options available, the career pathways to achieve these options.

Things to work through include:

- Finding out what the relevant prerequisites and required steps are for each option
- Speaking with people who have been working in various fields
- Feedback from current and past managers, professional leaders, career advisors, mentors, colleagues etc
- What job experiences or training will be beneficial in pursuing each option and are those experiences or options realistically available
- Identifying more than one option

4. Make it Happen

Making it happen involves the employee and the manager agreeing with a course of action.

Things to work through include:

- Recording a plan of action
- Action steps that may require further training, gaining useful experience or developing a specific technical skill
- Implementing the plan
- Periodically reviewing

3. Make Choices

Making choices involves considering the suitable options and matching what the employee would like to do with what the workforce needs.

Things to work through include:

- Considering workforce information. Identifying areas of growth and workforce shortages
- Considering competition for and availability of named options
- Identifying any obstacles or barriers and how they can be overcome
- Considering what is involved in pursuing each option and is the employee up for it.

References

<http://www.healthworkforce.govt.nz/health-careers/career-planning>

Wright, B. (2010). *Career planning: Guiding principles*. Heath Workforce New Zealand, Wellington.

Acknowledgement:

Capital & Coast District Health Board (2011)

Northland District Health Board, (2011)