**Thinking beyond tomorrow in your career path – Work Sheet**

**Part 1 – Making the most of your current situation**

**Goal Setting**

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| **Questions** | **Your Notes** |
| What do you want to achieve in your career? |  |
| What are your short terms goals? |  |
| What are your long-term goals? |  |
| Ask for a one to one with your current employer |  |
| Discuss your goals with them |  |
| Discuss how you would like to achieve these goals with them and align the business goals with yours |  |
| If you want a promotion, ASK: What do I need to be demonstrating to you to be in line for a promotion? Explain you are willing to prove yourself and work hard to gain the promotion. |  |
| Ask is there is a skillset you could train in that the company doesn’t have at present and it would add value to them. |  |
| Before expecting or asking for a promotion, make sure you are excelling in your current role first! |  |
| Seek out a mentor that can help you achieve these goals and hold you accountable for getting them |  |

**Part 2 - What does success look like to you?**

**Read through these questions, then go for a long walk and think about your answers. This will give you time to get some perspective.**

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| **Questions** | **Your Notes** |
| How important is work-life balance to you? |  |
| Is climbing the career ladder quickly your main aim? |  |
| Do you think success will look differently to you in 5 years from now? |  |
| Will your life circumstances have changed, which means success means something different in the future? (e.g. Having a baby) |  |
| Ask your industry peers or friends and family what success is to them. Don’t benchmark yourself on theirs, but it will help give you ideas. |  |
| What do you consider an achievement? Is it saving for a family holiday or gaining a qualification? |  |
| What makes you happy in work? |  |
| What makes you happy outside of work? |  |
| Is money your main motivator? |  |
| Are the relationships around you (Family & Friends) most important? Do you need a job that will allow you time to nurture your relationships? |  |
| Do you have interests outside of work which are important to you, how will you fit this in with your goals? |  |

**If you are struggling to figure out what success is to you. Try writing a diary of all the times when you have felt happy in your life and make note of what you were doing at those times, then rate those experiences 1 to 10. This will give you a good base to start from and you might start to see a pattern.**

**Making it into senior management, checklist**

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| **Qualifications/ Training Courses/ Experience Required** | **Tick off what you have done and number the rest 1-10 to indicate which you will work on achieving next** |
| MIRPM |  |
| MRICS |  |
| NEBOSH |  |
| Management Training |  |
| Business Development Training |  |
| Equality/ Diversity in the Work Place |  |
| Resilience Training |  |
| Public Speaking Training |  |
| Financial Management |  |
| Facilities Management (Hard Services) |  |
| Conflict Resolution |  |
| Varied and Consistent work history  (You should aim to be with each employer 3+, before moving) |  |
| Newbuild Portfolio Management |  |
| Fire / Height Risk Assessments |  |
| ACOP L8 (water management) |  |
| RAMS (Risk Assessment Method Statements) |  |
| Writing Tenders |  |
| Team Management (Including on-site staff) |  |
| Project work |  |
| Handovers / Mobilisation |  |
| Working with RMC/RTM and developers |  |
| Working with High Net Worth Clients |  |
| A good network and professional reputation |  |

**Part 3 - Personal Branding**

**Everyone has a personal brand, it’s how the industry perceives you as a professional. This is built through word of mouth, social media and work experience. If you don’t manage it, it will manage itself!**

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| **Actions to Take** | **Where** |
| Create professional social media profiles. You can use your personal ones but be mindful of what you are posting to potential new clients/ employers. | LinkedIn, Facebook, Instagram, Twitter |
| Build up a relevant professional audience of companies and individuals | Start with your immediate contacts, who you work with and clients then look at who they are following |
| Create original content, sharing your professional experiences, achievements, struggles and knowledge | LinkedIn, Facebook, Instagram, Twitter |
| Like, share and comment on others posts | LinkedIn, Facebook, Instagram, Twitter |

**Part 4** – **How to Grow your Network**

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| **Actions to Take** | **Where** |
| Attend as many events as possible throughout the year. | Block Recruit has an events calendar with them all in one place for your reference (https://www.blockrecruit.co.uk/events-training.aspx) |
| If you can’t attend an event, be there on social media instead. Each event will have a #hashtag you can follow, where you can see what is going on, liking, sharing and commenting as you go. | Twitter is the best platform for this |
| Remember suppliers are just as important to have in your network | Recruitment agents can be your most powerful promoter to the wider industry. Insurance, solicitors, maintenance/ cleaning firms and surveyors all add value to you |
| Ensure you act professionally at all events | Take people’s business cards and follow-up with them, adding them to your social media |
| Join the industry networking groups | Doyenne, YLP, LMP, LGBT Property Professionals |
| Stay up to date with industry bodies, commenting and sharing their content will get you noticed to a wider audience | IRPM, ARMA |
| Try to secure some public speaking opportunities, event holders are always looking for speakers | Doyenne, YLP, LMP, LGBT Property Professionals, News on The Block, IRPM, ARMA |
| Use your network to ask for help and offer help to them | Doyenne, YLP, LMP, LGBT Property Professionals, Suppliers |