



## **BUILD ON THE INVESTMENT YOU'VE MADE IN YOUR FIRST JOB**

Consider how you want to build on the job you have now to get you where you want to be in the future. Think about the ten ways you can help your career develop (overleaf). These ideas will help you take a close look at how far your new job is letting you express yourself and how much scope it offers to help you move towards the career and life you really want. Check each idea in turn and consider which ones you need to act on. Now pinpoint any gaps and identify actions you need to take.

# TEN WAYS TO BUILD ON YOUR INVESTMENT

## 1. GIVE YOURSELF SCOPE

Are you in the kind of job where there's potential to develop your career?

CHECK:

*Are you able to use the skills you love using and are good at? Is it in a sector you feel passionate about? Does it allow you to work with people and in a place that brings you fun and energy.*

## 2. KNOW WHERE YOU'RE GOING

Are your values strongly aligned with your employer's. Or are they miles apart?

CHECK:

*Does your role allow you to put your values into practice? Are you clear on what your employer really values? Are you spending quality time and energy working on things both you and your organisation truly value.*

## 3. POSITION YOURSELF FOR OPPORTUNITIES

Are you positioning yourself for opportunities to develop your job role?

CHECK:

**Share.** *Are you sharing your ideas and thoughts to make bottom-line improvements, provide practical solutions, create new possibilities or make simple savings?*

**Understand.** *Have you used the knowledge gained in the first few weeks to understand the purpose, people, priorities, power and politics of your organisation?*

**Nurture.** *Have you helped others to grow by volunteering to take on some of their routine tasks (potential areas for development for you) and free them up to make a greater impact themselves?*

## 4. GET THE RIGHT ATTITUDE

Do you see challenges and setbacks as potential disasters? Or do you view them as vital for growth?

**Reflection.** *Do you keep a log of all your experiences, good and bad?*

**Attitude.** *Do you have the right ABC (attitude, belief, commitment) to grow your job?*

**Initiative.** *Are you being proactive enough at providing solutions not problems?*

**Newness.** *Are you being innovative in your ideas and contributions?*

## 5. GIVE YOUR IDEAS A CHANCE

Have you found a suitable place – and the right people – to help your ideas and projects develop?

CHECK:

*Have you created a safe early win, a discrete piece of work with achievable deadlines that can demonstrate your capability? Have you identified positive people to help you bounce ideas around, gain feedback and give encouragement? Have you predicted the winds of change in your organisation (competition, technology, downsizing, changing customer needs) and planned how to turn them to your advantage?*

## 6. HAVE FUN

Are you enjoying yourself, making an impact and growing in your role?

CHECK:

*Do you look for new challenges when bored (or sit there feeling sorry for yourself)? Is your work still fun? What are you doing to make it even more enjoyable? Can you do anything differently to make more impact?*

## 7. STICK WITH POSITIVE PEOPLE

Is your self-confidence growing or are you letting negative people get to you?

CHECK:

*Have you identified the negative types in your organisation and developed strategies to deal with them? Do you surround yourself with positive people? Do you have strategies to deal*

*with negative feedback, criticism and issues around poor performance?*

## 8. FIND ROOM TO STRETCH YOURSELF

Do you have room to grow or do you feel constrained?

CHECK:

*Have you really stretched yourself (or stayed in your comfort zone)? Are you in the right place? Are you clear on the type of organisation, role, working conditions and location that will make you fulfilled and productive?*

## 9. BUILD YOUR SUPPORT NETWORK

Do you have a good support network in place?

CHECK:

*Are you making the most of your network (colleagues, fellow students, friends, family, work and social contacts)? Have you created your own team to guide, encourage, and motivate you to realise your potential? Do you have a mentor or coach to learn from (ideally someone in a position you'd love to be in the future).*

## 10. BEAT THOSE BAD HABITS

Are you developing to your full potential or just getting nowhere?

CHECK:

*Are you curing unhealthy habits such as cynicism and lack of confidence? Have you identified – and dropped any roles that demotivate you? Can you benefit from good advice to help your career develop?*

# JOB SHOPPING



## GET SHOPPING!

To ensure your career continues to develop and mature, you must keep working at it.

Never leave this to chance or to other people.

Below are ten top ways you can do this.

Put a tick against all those tips you think you can realistically use (for future reference).

You need to:

- Identify the areas for development on the adjacent page and act on them now.
- Talk to your line manager and see what they really expect and value in you.

- Look for sideways moves – secondments or projects you can volunteer for.
- Identify people in your organisation who can act as mentors to help you develop your role.
- Ask for a performance review to check you're adding value.
- Create your own informal team to advise and encourage you.
- Find a project you can be accountable for and set clear targets to provide evidence that demonstrates your own success.
- Find out how key decisions are made, who knows the most about your organisation, who is most respected, who holds the authority as well as who pays the bills.
- Always be open to possibilities – customers, suppliers, colleagues and distributors are all potential future employers.
- Consider starting your own business.