



Employment and Employability Institute

CAREER RESOURCE KIT
FOR PROFESSIONALS

CAREER PLANNING



Soe W Y,
e2i Career Coach

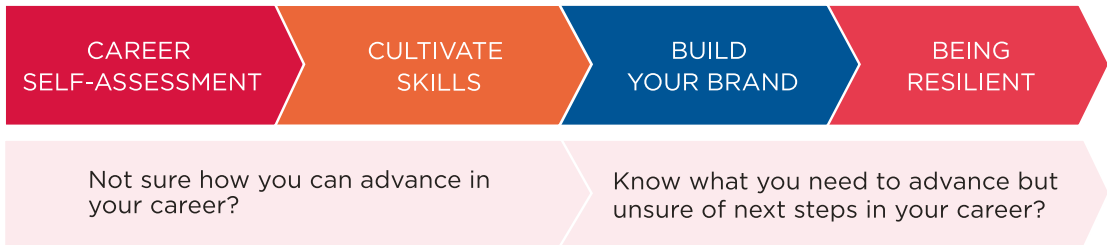
CAREER PLANNING

WELCOME TO THE CAREER RESOURCE KIT!

The journey to finding the right career can be daunting. This guide is divided into four main stages of a typical career planning journey. With this kit, you will learn how to assess yourself, cultivate your skills, build your brand and stay resilient towards achieving your career goals.

HOW TO USE THIS KIT

Feel free to use it as a whole or each information card independently to address your career needs.



“ Your career is a journey, not a destination; it’s a path of continual discovery where each challenge opens a doorway to new opportunities. ”

Brian Tan,
Deputy Chief Executive Officer,
Jobseeker Group



Need help paving your way forward from here?
Register your interest to speak to a career coach today!
<https://e2i.sg/PKP24qr>

CAREER SELF-ASSESSMENT

CAREER
SELF-ASSESSMENT

CULTIVATE SKILLS

BUILD YOUR BRAND

BEING RESILIENT

Reflecting on where you want to go in the future and having a clear idea of your long-term objectives and desired impact could serve as insights that help you make informed decisions and ensure you're ready to pivot when necessary.

ASSESS YOURSELF

- What would you like to achieve in your career in the next 3 to 5 years?
- What does success look like to you in your career, and how can you innovate to achieve those goals?
- What kind of impact do you want to make in your industry?

My long-term goal in the next 3 to 5 years is:

ACTIVITY - VISION BOARD CREATION

Create a vision board that visually represents your long-term career goals, aspirations, and skills you want to develop. Use images, words, and symbols to make it a powerful visual reminder.



Need help paving your way forward from here?
Register your interest to speak to a career coach today!
<https://e2i.sg/PKP24qr>

CULTIVATE SKILLS

CAREER
SELF-ASSESSMENT

CULTIVATE SKILLS

BUILD YOUR BRAND

BEING RESILIENT

Continuous learning is not just a means to stay current; it is a strategic investment in one's professional future. It enhances employability and supports career advancement.

ASSESS YOUR SKILLS

- What skills and knowledge do I need to develop to become an expert in my field?
- How do I stay updated on current industry trends and advancements?

I need to develop expertise in:

TIPS

- ✓ Engaging in regular professional development activities in deep skilling, critical core skills and technology is crucial for advancements.
- ✓ In recent years, there has been an increased emphasis on soft skills as part of the future work in the digital era. These transferable soft skills are critical for employability and career mobility.
- ✓ Engage, Contribute, and Share - establishing yourself as an expert requires more than just technical skills. Active involvement in professional organisations, sharing your knowledge through blog posts, presentations, and contributing to open-source projects are other ways to showcase your expertise and build a strong reputation.



Critical Core Skills Article:
Understand the Critical Core Skills employers identified as key to their businesses.



Need help paving your way forward from here?
Register your interest to speak to a career coach today!
<https://e2i.sg/PKP24qr>

BUILD YOUR BRAND

CAREER
SELF-ASSESSMENT

CULTIVATE SKILLS

BUILD YOUR BRAND

BEING RESILIENT

A strong personal brand is essential for professionals seeking career advancement. It enables you to stand out from the crowd and showcase your unique expertise.

BUILD YOUR BRAND

- What skills or qualities can make me stand out in my field?
- What impact do I want to make in my industry or community?
- How can I make my personal branding statement memorable?

I will need to strategically strengthen my personal brand through:

TIPS

- ✓ Conduct a search on your name and review the results.
- ✓ Ensure all your online profiles aligns and are consistent.
- ✓ Define your brand message and craft your elevator's pitch.
- ✓ Create a digital portfolio to showcase your projects and accomplishments.
- ✓ Engage in meaningful networking.
- ✓ Create and share valuable content.
- ✓ Stay authentic and consistent.
- ✓ Ask for feedback.
- ✓ Reassess your brand regularly.

MY TOP 6 STRENGTHS



Need help paving your way forward from here?
Register your interest to speak to a career coach today!
<https://e2i.sg/PKP24qr>

BEING RESILIENT

CAREER
SELF-ASSESSMENT

CULTIVATE SKILLS

BUILD YOUR BRAND

BEING RESILIENT

Change is the only constant in life. Develop effective techniques to cope with workplace challenges and foster resilience by encouraging a growth mindset, adaptability, and a positive outlook on career challenges.

BEING RESILIENT

- What are my triggers for feeling overwhelmed or stressed?
- What are my coping mechanisms for dealing with stress and setbacks?
- What strategies can I employ to enhance my resilience and adaptability, and growth-oriented mindset in the face of difficulties?

To cultivate resilience, I will:

NOTE TO SELF:

- ✓ Be receptive to new opportunities, acquire fresh skills, and showcase your adaptability to potential employers.
- ✓ Embrace challenges as opportunities for learning and growing.
- ✓ Broaden your perspective when considering career paths. Embrace flexibility as there are countless career possibilities, and we may not yet be aware of emerging jobs stemming from new technologies and markets.
- ✓ Develop problem-solving skills.
- ✓ Treat yourself with kindness! Avoid harsh self-criticism and practice self-compassion.
- ✓ Remember, career is an ongoing journey, and it takes time, dedication, and continuous effort to achieve your goals.



Need help paving your way forward from here?
Register your interest to speak to a career coach today!
<https://e2i.sg/PKP24qr>

**CAREER IS
A JOURNEY,
NOT A
DESTINATION**

www.e2i.com.sg | 6474 0606