



Employment and Employability Institute

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CAREER RESOURCE KIT  
FOR PROFESSIONALS

# CAREER PROGRESSION



**Yoges N,**  
e2i Career Coach

# CAREER PROGRESSION

## WELCOME TO THE CAREER RESOURCE KIT!

The journey to finding the right career can be daunting. This guide is divided into five main stages of a typical career progression journey. With this kit, you will learn how to develop self-awareness, research on your industry and jobs, evaluate your skills, enhance your network and prepare next steps 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



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<https://e2i.sg/PKCP24qr>

# CAREER SELF-ASSESSMENT

CAREER  
SELF-ASSESSMENT

RESEARCH ON  
INDUSTRY  
AND JOBS

SKILLS  
SELF-EVALUATION

NETWORKING

CAREER  
NEXT STEPS

Reflecting where you are and where you want to go is the important first step to progress in your career.

## ASSESS YOURSELF!

- What do you want to achieve in your career in next 0 to 2 years?
- Where are you now in relation to your goal?
- What strengths do you have to achieve your goal?
- What challenges are stopping you from achieving your goal?
- How have you successfully overcome these challenges in the past?

My short-term goal in next 0 to 2 years is.....

### CONDUCT A PERSONAL PERFORMANCE REVIEW!

- » Review your Knowledge, Skills and Attributes (KSAs) in your current role and field.
- » Seek feedback from your peers, mentors and supervisors for a 360 review!
- » Identify your strengths and areas for improvements using a Skills Matrix by listing down all your technical and soft skills and assigning a rating from 1 (beginner) to 5 (expert) for each skill.



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Identify your strengths and areas for improvements using a Skills Matrix.

SKILL	RATING (1 to 5)



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# RESEARCH: INDUSTRY AND JOBS

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Research and explore your current job and industry to understand where you stand in the market. It will equip you with the knowledge needed to navigate your career effectively.

## RESEARCH ON YOUR JOB AND INDUSTRY!

- What trends or changes do you observe in your job role or industry?
- How has your industry evolved over the past few years, and how do you anticipate it will change in the future?

I see an increasing trend in demand for .....

### TIPS

- ✓ Stay up to date with latest industry trends, market demands, and emerging technologies that can impact your career through industry specific news, market reports, government publications, updates from industry associations and experts on LinkedIn etc.
- ✓ Identify and read up on key players in your industry and role.
- ✓ Regularly monitor job postings in your industry to identify positions that align with your career goals. Pay attention to any changes in job requirements to ensure your skills and experience remain relevant.
- ✓ Engage in continuous learning through websites, attending webinars, listening to podcasts, and getting updates from industry associations or LinkedIn.



#### Job Transformation Maps:

Obtain detailed insights on the impact of technology and automation on the industry and workforce.



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# SKILLS SELF-EVALUATION

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Evaluating your skills and skills gaps are essential to remain competitive, adaptable, and relevant.

## EVALUATE YOUR SKILLS!

- Are there skills or certifications that would make you more competitive in your field?
- Which skills are frequently mentioned in job postings or industry trends that you currently lack?
- In which areas do you often face challenges or feel less confident in?

I need to enhance my skills proficiency in.....

### TIPS

- ✓ Develop a skills enhancement learning plan!
- ✓ Identify specific courses, certifications, webinars, or training that will enhance your skills and close identified skill gaps.
- ✓ Identify complementary skills that would make you more marketable. Think about the skills that are in high demand in your field and the skills that would complement your existing skills. - e.g. If you are a human resource professional, you could develop complementary skills such as data analysis.
- ✓ Use online learning platform like Coursera, Udemy, LinkedIn Learning.
- ✓ Engage with Training providers such as NTUC LearningHub and Institutes of Higher Learning.



**SkillsFuture Series:**  
Short industry-relevant training for emerging skills in Care, Digital, Green and Industry 4.0 economic pillars



**Skills Demand for the Future Economy 2023/24 Report:**  
Explore key insights to make



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# NETWORKING

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Networking is essential for career progression as it opens doors to new opportunities, facilitates knowledge exchange, and builds relationships that can lead to professional growth and advancement.

## ENHANCE YOUR NETWORK!

- How is your professional network within your industry and how can you expand and strengthen it?
- Are there industry events, conferences, or networking opportunities that you can participate in to enhance your connections?

I will need to proactively expand my professional network .....

### TIPS

- ✓ Leverage on LinkedIn for professional networking. Identify potential industry mentors who have achieved success in your field. Reach out to them and request mentorship or guidance.
- ✓ Find network opportunities - Attend relevant training, industry forums, conferences, or associations for events and networking opportunities.
- ✓ Make a good first impression. Be polite, professional, enthusiastic and genuine. Practice active listening.
- ✓ Be prepared to introduce yourself and talk about your work and interests. Prepare your elevator's pitch!
- ✓ Offer to connect people with each other, share resources, and provide advice.
- ✓ Build relationships - Networking is not about selling yourself or asking for favours. Take the time to get to know the people you meet and learn about their work and interests.



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# CAREER NEXT STEPS

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## CAREER NEXT STEPS: CAREER PROGRESSOR

For Career growth, apart from promotion, you can:

- Reshape your current role
- Develop new skills
- Deepen your skills
- Increase your impact and influence
- Seek high-profile assignments
- Seek opportunities continually
- Learn the political landscape or unwritten rules of the organisation

### ACTIVITY TIME:

**Set short term SMART (Specific, Measurable, Achievable, Relevant, Time-bound) career goals.**

Define your short-term career objectives. Write them down and create an action plan with specific steps to achieve them. Regularly review and adjust your goals as needed.

e.g. Within the next 12 months, I will achieve a promotion from my current role as a Marketing Specialist to the position of Marketing Manager by successfully leading a team of at least three professionals, increasing the department's revenue by 15%, and completing a relevant leadership training program.

In order to do that I will need to...

Notes:



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NOT A  
DESTINATION**

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