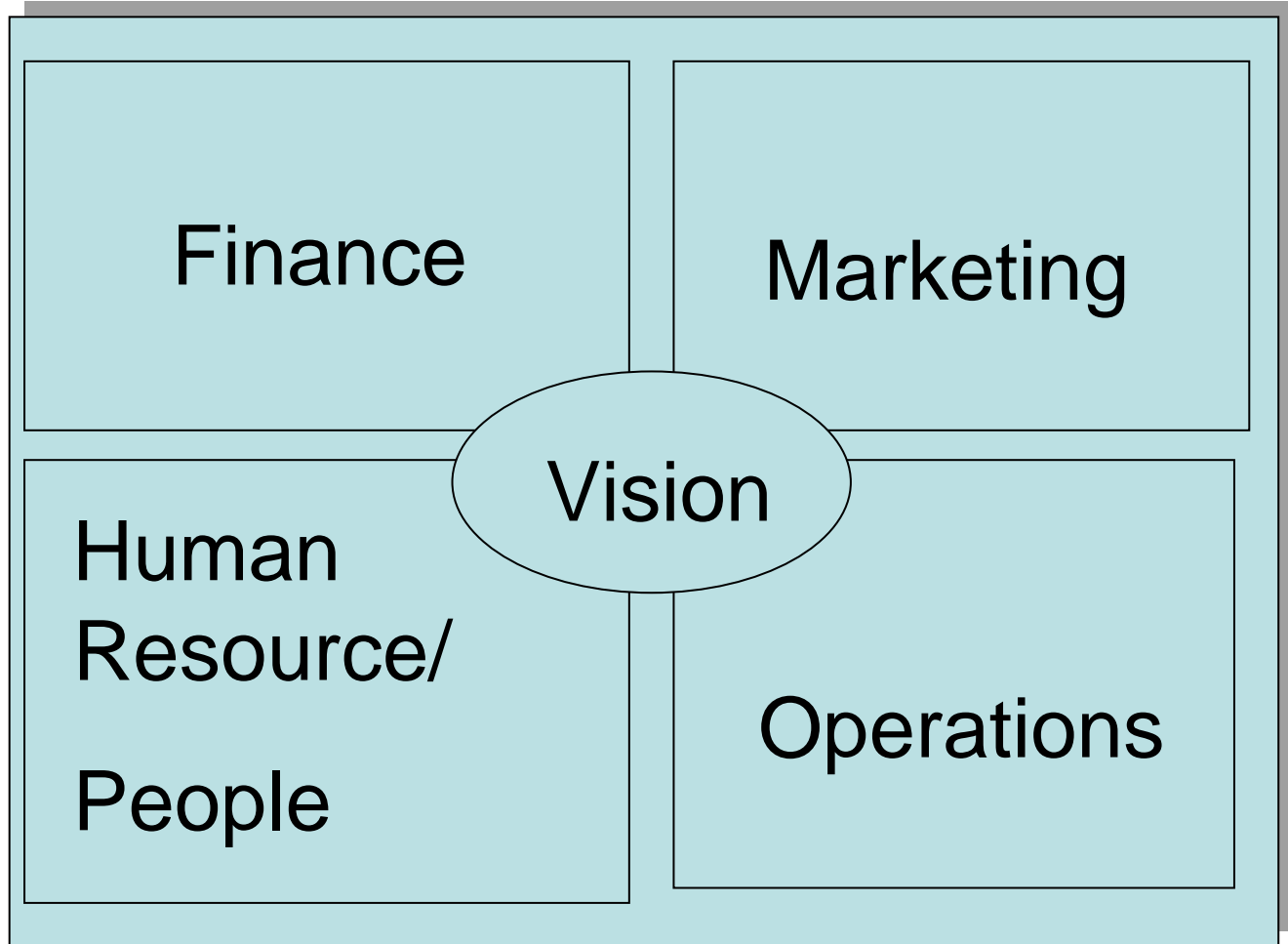


# Career Planning

Workshop Notes

# Business Big Picture



# Personal Qualities

- Energy, Enthusiasm, Motivation
- Communication & Social Skills
- Self awareness & personal presentation
- Positive Mental Attitude
- Intelligence
- Initiative
- Team skills
- Responsible
- Trust
- Loyalty
- Courage
- Attitude towards risk taking
- Leadership

# Technical Skills - You may have already

- Health and Safety
- Licensing
- DDA Compliance
- Security management and contracts
- Housekeeping management and contracts
- Service Level Agreement
- Induction and recruitment
- Resource planning
- Budget holding
- Planning
- Problem Solving

# Technical Skills cont/...

- Delegation skills
- Listening skills
- Customer conflict resolution/recovery
- Sales
- Negotiation
- Managing meetings

# Skills Opportunities you may want to develop

- Project management
- Accounting/Finance
- Contracts
- Information Systems and Information Technology
- Marketing
- Strategy
- Human Resource
- Negotiation
- Leadership
- Total Quality Management
- Change management
- Programming

# Making Progress

- Expand your education
- Widen your contact base
- Design your CV as tasks and outcomes
- Look for what's next at your organisation.
- Look for what's next at any potential employer
- Spot gaps in your skills and the market