

# Career Compass

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Take ownership of your career development and prepare effectively for a Career Conversation



Fulfil your career potential  
Achieve your ambitions  
Continue to grow and develop in the organisation

Antoinette  Oglethorpe

DEVELOP LEADERS • DELIVER STRATEGY • DRIVE RESULTS



“

I loved the way this  
workshop was  
interactive, practical,  
and helped me  
to think about  
my career  
and development.

”

Scientific Officer,  
UNESCO



# Prepare effectively for Career Conversations

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Feeling fulfilled is important to motivation, productivity, and job satisfaction. And yet, many of us spend more time planning our next vacation than we do thinking about our future at work.

In today's working environment, it falls to you as an individual to manage your career. It's up to you to decide where you want to go, how to get there and the best way to get that experience. That doesn't mean you won't need the support of others – your manager, colleagues, HR, for example. But it does mean that it's up to you to determine the help you need and then go about getting it.

That relies on preparing effectively for career conversations.

## Take ownership of your professional development

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Enjoying your job, feeling you have a purpose and you're making progress in your career. These are things most people want in their working life. And that's what your organisation wants too. But how can you develop clarity around your ambitions and then make sure your organisation knows what they are?

The Career Compass Workshop will help you take ownership for your professional development. It will help you answer those questions and give you the tools to prepare for a career conversation so you get the support you need.

The Career Compass Workshop will give you the practical tools and skills to think positively and proactively about your career.

# Here are just some of the challenges the workshop will help you address

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**"I'd like to progress and develop but I'm not clear how. I'm not sure how to communicate my aspirations to my manager"**

The workshop will help you think through what you want and don't want from your career and develop your picture of future success.

**"I feel uncomfortable when people ask me what I'm good at. I'm not sure what my strengths are".**

You'll learn how you can reflect on your achievements so you can identify the strengths and resources you have to make progress.

**"I'm happy in my role. I'm really not that ambitious and I don't want to make any significant changes to my work life"**

You will learn how you can continue to develop and contribute to the organisation without major changes to your current role.

**"There are so many changes going on and the organisation is so complicated. How do I know what opportunities are available?"**

You will learn how you can research the different options and possibilities and how you can evaluate them to determine the best way forward for your career.

**"I think I want to move to a different role in the organisation but I'm not sure. How can I avoid making a mistake?"**

You will learn your appetite for risk and change. You will also explore the small steps and "experiments" you can try to test things out.

“ Very useful strategies  
to help me raise my profile  
and increase my visibility.”

“It was great to identify practical  
actions to include in my career  
development strategy.”

”

Workshop attendees

“I’m ready for a change but  
I don’t want my manager to  
think I don’t like my work. How  
do I communicate that without  
sounding like I’m moaning?”

The workshop will help you think  
through what is working well in your  
current role that you want to do  
more of and how you can build on  
that to grow and develop.

“I think I know how I’d like to  
progress in the organisation  
but I don’t want to put my  
manager under pressure.  
And I don’t want to limit my  
options by being too specific.”

You’ll learn how to identify a range  
of possibilities for making progress  
so that neither you nor the  
organisation are limited.



“

We have received some great positive feedback. One delegate said that you had inspired her to take control of her career and move forward – you couldn't ask for better feedback than that!

”

Sue Doberman, Member Services,  
RICS Matrics North-East

# Career Compass workbook

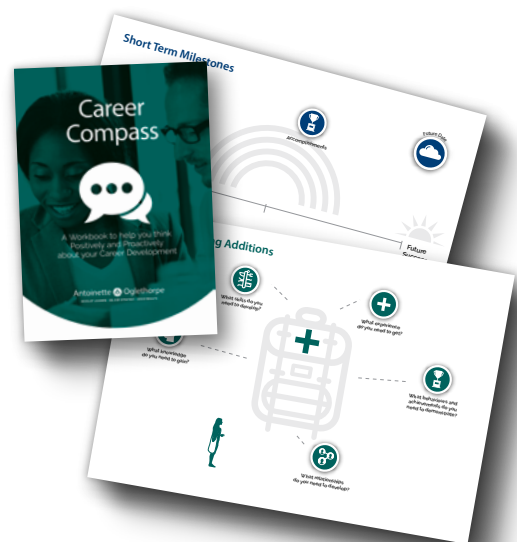
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The Career Compass Workbook is a set of practical templates for reflecting on and thinking about your growth and career. They represent a blend of personal analysis, imagination and strategic planning.

Graphic templates structure and focus your thinking to help you prepare for career conversations.

## The workbook allows you to:

- Complete a comprehensive study of where you've come from, where you are now, where you want to go next and how you will get there
- Gain wisdom through a review of your career to date and an evaluation of your current role
- Create a picture of your future success and define your longer-term ambitions
- Uncover the wealth of skills, strengths, achievements and resources you have to help you make progress
- Develop a wish list of satisfaction criteria to help you identify, create and evaluate growth opportunities
- Identify the skills, experiences and relationships you need to build to continue to grow and develop
- Choose relevant strategies for raising your profile among key stakeholders and decision makers
- Identify short-term milestones and the first steps you can take to make progress
- Have the career conversations you need to develop your career in your organisation





# Career Compass workshop

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## What you'll learn

Why you need to take ownership for developing your career

- The ABC of Career Management
- Why you need to make a connection between your ambitions and the business' needs
- Evidence for the importance of career conversations

## An Overview of the Career Compass Workbook

**Career Platform** – establish a solid starting point for the next stage of your career

**Career Routes** – identify the full range of career opportunities available to you

**Your Journey So Far** – identify what you can learn from your career to date

**Career Kitbag Additions** – define the extra qualities and resources you need to make progress

**Future Success** – set your future direction and define your ambitions

**Short-Term Milestones** – decide on the progress you would like to make

**Career Checkpoint** – identify how your current role meets their needs

**Setting Off** – commit to some first small steps

**Career Kitbag** – recognise the skills and resources you have

**Progress Review** – reflect on and learn from your experience

## Preparing for your Career Conversations

- What makes a career conversation effective?
- How to prepare

## Ongoing Support

- Peers and networks
- Coaches and mentors
- Your manager and HR



# Career Compass benefits

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## Who will benefit from this workshop

- Ambitious employees who wish to grow and develop within the organisation
- Coachees who want help with career challenges
- Mentees who want to develop their careers and realise their ambitions
- HR professionals who want to create a culture of career development within the organisation

## What's included

- You'll receive individual coaching and feedback during the day as the workshop is limited to 12 participants, ensuring your individual needs are met.
- You'll take home your own Career Compass Workbook and Application Guide.
- You'll have access to a range of supplementary resources to help you with manage and develop your career back in the workplace.

Workshop attendee

“I'm now going to consider additional training and taking actions to build my presence in the organisation.”



Workshop attendee

“

It was good to have the opportunity to reflect on my career and my future in the organisation in a positive environment. ”

# Workshop designer and facilitator

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## Antoinette Oglethorpe

Antoinette is a leadership development and career management specialist. Her company specialises in unlocking the leadership potential of ambitious individuals and companies so they can innovate and grow.

Antoinette believes developing leadership talent in organisations relies on connecting employees' career ambitions with the goals of the organisation. She is the creator of the Career Conversations Model and the Career Conversations Toolkit.

Antoinette is a Chartered Fellow of the CIPD with over 25 years' experience of developing leaders for companies like P&G, Accenture and Avanade. She is author of the Amazon best-seller *Grow Your Geeks - A Handbook for Developing Leaders in High-Tech Organisations*.

Antoinette regularly speaks at HR and coaching conferences around the world. She has been a Chair at HR Vision and spoken at conferences for the CIPD, Association for Coaching and International Mentoring Association.

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### Follow Antoinette on social media

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# Get in touch

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“

As a result of the workshop  
I am going to be positive  
about my future goals  
and make my own  
opportunities at work.

”

Workshop attendee

Antoinette  Oglethorpe

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