



CAREER COUNSELLING

MODULE 3

CAREER GOALS SETTING

YOUTH EMPLOYMENT AND ENTREPRENEURSHIP SKILLS (YEES) PROJECT

UNDP Timor-Leste

2023



ICE BREAKER

- ▶ Stay in a group of 5 members
- ▶ Make the taller/ tallest tower by using spaghetti as poles and marshmallows as cement or connector
- ▶ Time - 20 minutes



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Learning objectives

- ▶ Defining the ultimate job you aspire to go throughout the course of your career
- ▶ Set Personal development plan
- ▶ Work towards achieving your professional career ambitions
- ▶ Consistent learning and development
- ▶ To have focus and determination
- ▶ Allocating and use your time and other resources wisely

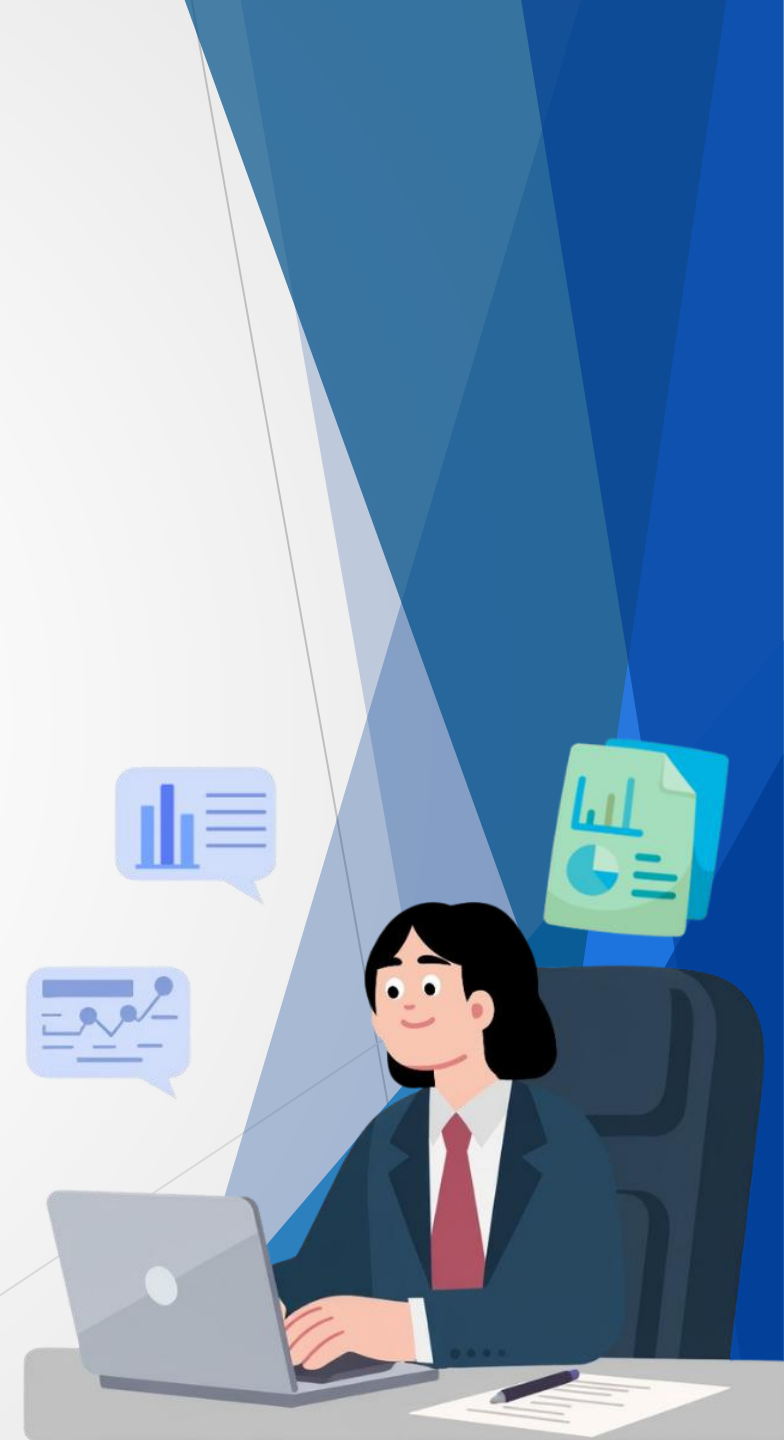
Career path



Introduction



- ▶ Career planning is essential to achieving satisfaction and success in your chosen career.
- ▶ Whether you are aiming to be a contracts administrator in a small construction firm or the finance director of a multi-national corporation, knowing how to set career goals and defining what is required to get there will help you to achieve your ambitions.
- ▶ Career planning is a basic, yet key principle used in business by successful people.
- ▶ So why not apply the same principles to managing your career by formulating a career development plan to control your direction?



Definitions

A career goal is a clear statement that defines the ultimate job you aspire to pursue throughout the course of your career.

Provided it is realistic, a clear career goal allows you to then set yourself an action plan, or personal development plan, to work towards to achieve your professional ambitions.

An example of a career goal:

I aspire to become an executive in a large multinational company. I seek to lead a team of talented individuals focused on driving innovation. I would like to earn USD 100,000 per annum while helping others achieve their goals and ambitions.



The above
statement
outlines.....

- Position - job title

- Organization - industry/
sector, size of the company

- Working conditions - team
quality, work environment

- Salary - compensation

- Main driving force -
developing others.

Long-term career goals

A 17-year-old who wants to become the CEO of a large engineering company in the future.



He must go through several stages, the first being passing his 12th-grade exams.



After passing, the teenager will then enroll in a four-year engineering course before moving to work in, for example, a multinational company for at least two years.



Next, he may enroll in a management course from a reputable school.



Advancing his studies is a good idea to boost his chances of getting the CEO position.



Short-term career goals

The teenager's primary objective is to become the manager of a company.

In order to get there, he needs to achieve his short-term goals, which include passing his high school and college exams, gaining experience by working for a related company, and boosting his experience and skills through further studies.

Short-term goals are those that can be achieved within six months to three years.

It may take three to five years or more to achieve long-term goals.



Brian Tracy steps for achievable career goals



Write down your goal.



Determine your starting point.



Set a deadline.



Identify the obstacles in your way.

Determine all resources needed - additional knowledge, skills, people, etc.



Consolidate the Plan. Put all together.



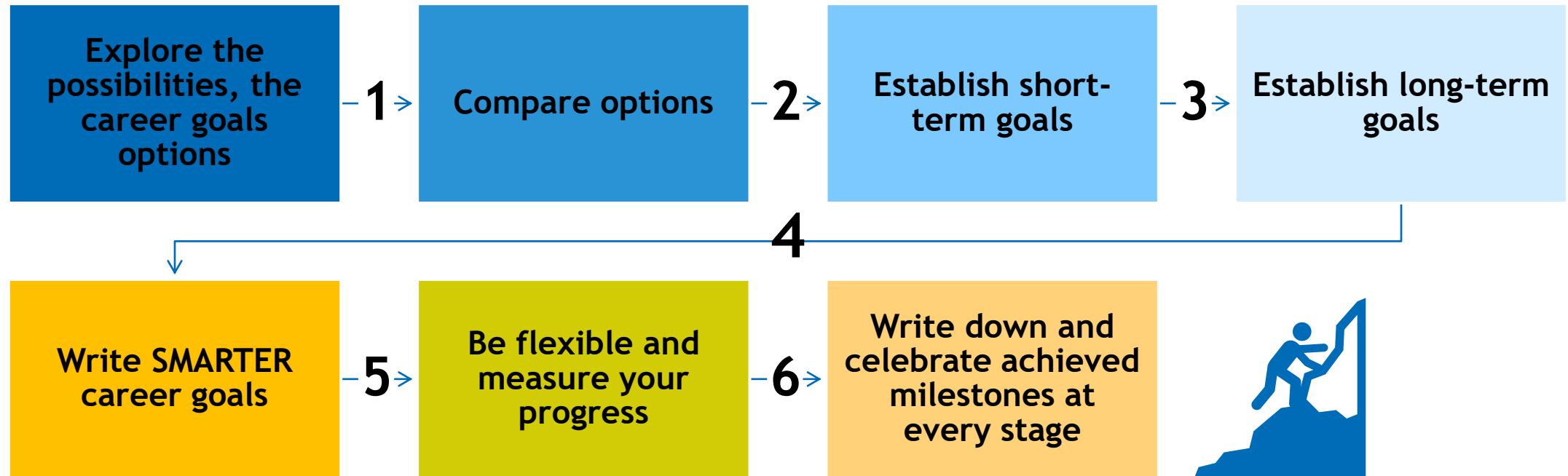
Visualise your goal continually, monitor the progress.



Never give up.



HAYS RECRUITMENT (US consulting firm), steps for developing career goals



Action plan



Breaking down the tasks needed to accomplish intended goal into small steps. Being concise and precise.

Recommended five (5) major steps for an action plan:



Steps for developing an action plan

- ▶ Write SMART goals - Specific, Measurable, Attainable, Relevant, Timeline
- ▶ Draft a to-do list - figure out how each task links to the next. Then determine which tasks are relevant to your overall goal.
- ▶ Establish deadlines - serve to keep your mind focused on completing the tasks.
- ▶ Assign resources - equipment, tools, money, people, time, etc.
- ▶ Track progress - making a checklist of people you need to contact, tasks need to be done, follow up emails and calls, make reminders alerts on your phone or computer calendar.



Importance of having career goals



Provides motivation



Gives you focus



Shows your ambition



**Aligns your actions with your end
targets**

Motivation

Setting goals can be a great way to motivate yourself.

When you have something to work toward, it can inspire you to work harder or be more productive.

Individual tasks can contribute to something larger and more meaningful, which can make them easier to perform.

When you achieve a goal, it can offer you a sense of accomplishment and pride, motivating you to continue setting and achieving goals for yourself.

Focus

Setting goals can also be a good way to focus on what's important to you.

A large blue arrow pointing downwards, indicating a logical flow from the first statement to the second.

With a clear goal in mind, you may be less prone to distraction.

A large blue arrow pointing downwards, indicating a logical flow from the second statement to the third.

All your efforts can go toward accomplishing your goals, which may also help you achieve career goals quickly.



Ambitions



Goal setting is important because it can encourage your supervisor's positive perception of you.



They may ask you about your career goals in an interview, a review session or a meeting.



By expressing your goals, you may gain valuable support to accomplish them.



It can also show an employer your motivations and ambitions for your career.



These are powerful characteristics that can leave lasting impressions on managers and employers.



Alignment of Actions to Results

Setting long-term career goals can help you evaluate your daily habits and activities against your future aspirations.



When you're considering accepting a new project, role or responsibility, you can use your goals to help you determine the best decision for you.



Having set goals may make it easier to only accept opportunities that get you closer to your goals, ensuring you're aligning your efforts with your vision.



More examples of career and business goals

In the next five years from today I want to have and manage my own wholesale and retail shops in Baucau, Timor Leste.

- ▶ Enroll in evening classes at Dili University and learn about sales and marketing, bookkeeping, and networking.
- ▶ Work at my father's shop at least 3 times a week to get experience.
- ▶ Visiting my father's shop common customers and suppliers to understand their needs, complaints, and satisfaction.



Another examples of the career and business goals

Become Senior Manager or Director in one of the biggest fishing companies in Dili, Timor Leste by 2030.

- ▶ Get experience from junior officer position to middle management position by 2027.
- ▶ Enroll in executive management learning classes or online studies, e.g. Masters degree (MBA).
- ▶ Share your ambition and aspiration with your line manager to get more guidance and support.
- ▶ Improve daily self-performance and team performance from the set KPI's.



CLASS ACTIVITY - 30 Minutes

- ▶ Use the SMART goals/ objectives approach to draft your own career goals, both short term and long-term goals
- ▶ 2 long term career goals with their short-term goals).
- ▶ Consider your role model and who you said you want to become in the future.
- ▶ Make sure your goals are specific, measurable, attainable, realistic and have time frame or deadline.



THE END

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