



Albania Career Development Association (ACDA)

ALBANIA'S FIRST NATIONAL ASSOCIATION OF CAREER DEVELOPMENT PROFESSIONALS

Our Career Development Approach



Objectives



- Provide a model to facilitate career development planning
- Assess career development priorities
- Career development resources for individuals and organizations
- Review keys to moving forward Clarity, Confidence and Communication (3 C's)
- Identify a career planning action step or SMART goal



- What is Career Development?
the lifelong psychological and behavioral processes, as well as the contextual influences shaping one's career over the life span involves creation of a career pattern decision making style integration of life roles and self concepts
- Context at in every organisation
 - Change as a constant Career Compass
 - Importance of your career development
- Workshop Approach
 - Active listening for what's most relevant to you

Career Development Model

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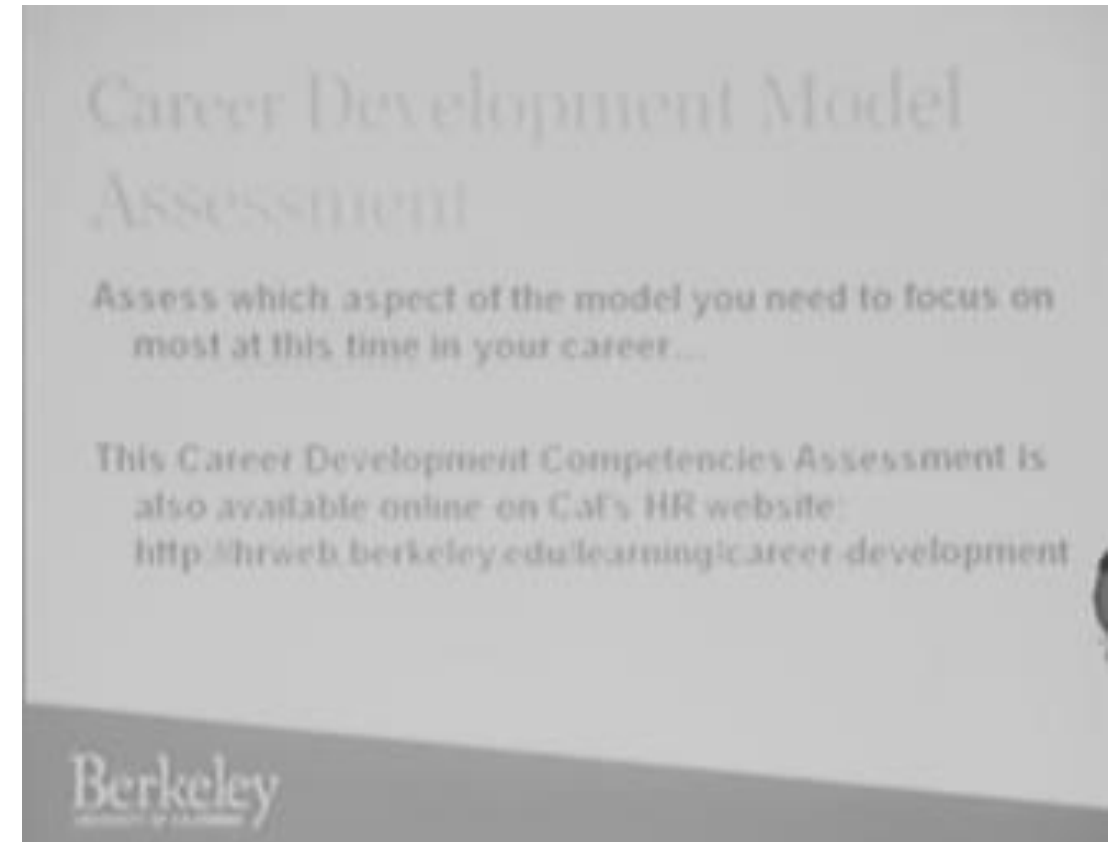


Career Development Model Assessment

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- Assess which aspect of the model you need to focus on most at this time in your career





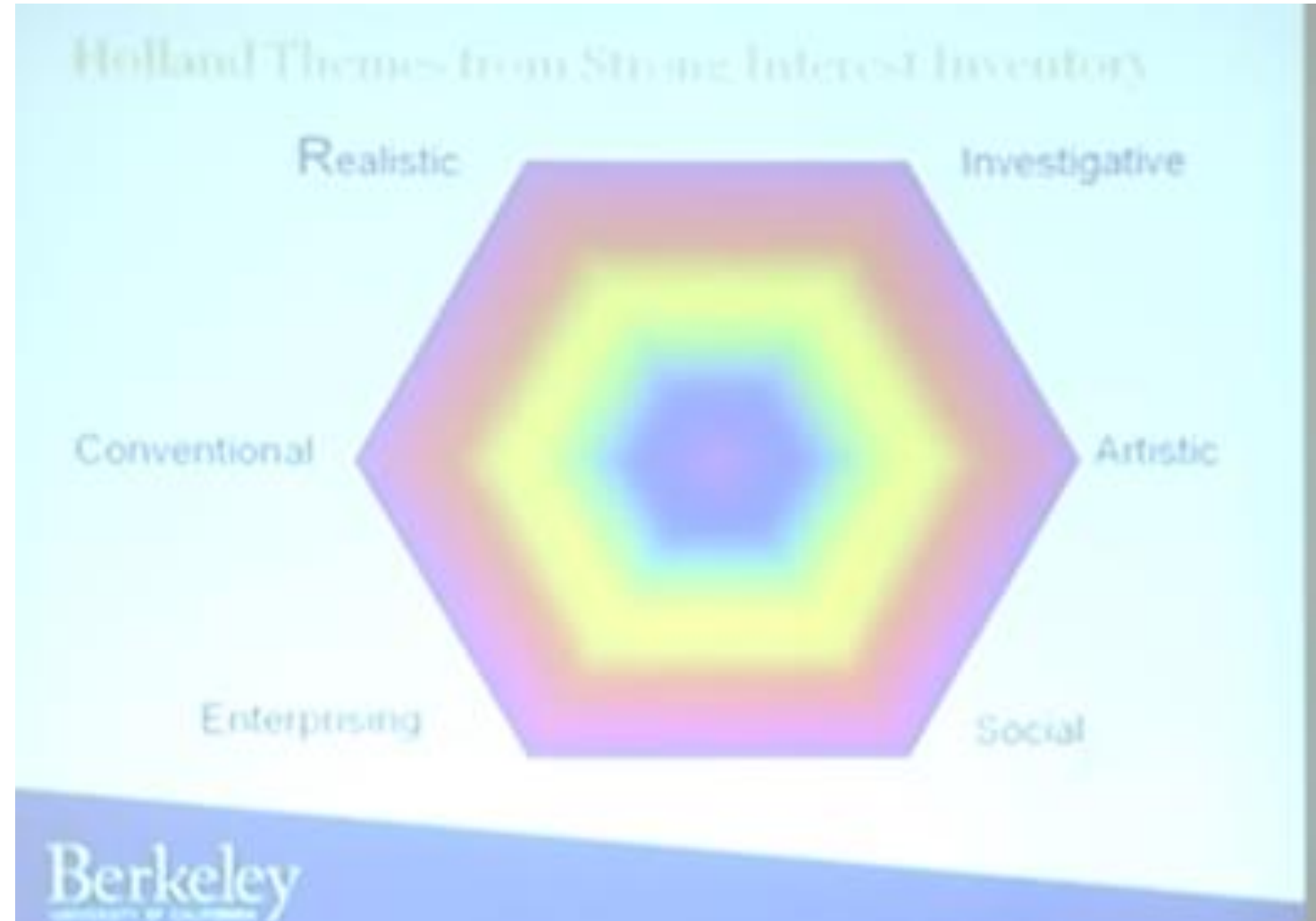
- What is the relationship between qualities important to you and career opportunities?
 - Interests
 - Values
 - Personality Type
 - Skills and Competencies
 - Career Direction

The six Holland Codes or General Occupational Themes

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- Realistic
- Investigative
- Artistic
- Social
- Enterprising
- Conventional



Strong Interest Inventory

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- Related to John Holland's Theory of Vocational Self-Concept
- Measures interests within 6 Holland Themes
- Compares your responses to those of sample of experienced and satisfied workers in 130 careers
- Helps identify interests related to career satisfaction



Values Driven Card Sort

Intrinsic Values

- What motivates me to truly enjoy my work each day?
- Among these values are Achievement Giving to Community Status, Independence and Power

Work Environment Values

- What working conditions provide an optimum environment in which I can do my best work?
- Work Environment Values include Learning, Benefits, Fast Paced Comfortable Income, Structure and many more

Work Content Values

- What makes my work activities most satisfying and engaging to me?
- Among the 18 values are Problem Solving Organising Public Contact Detailed and Creative

Work Relationship Values

- What characteristics of interaction with others in my workplace are the most important to me?
- Work Relationship Values include Open Communication Diversity, Leadership, Teamwork, Competition and Trust?



Information about Careers and Jobs

- Job Families
- Career Paths
- Job Openings
- Core Competencies
- Department and Division goals
- Networking is key: friends & family, staff orgs, former colleagues & supervisors, etc...

Core Competences

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- Inclusiveness
- Stewardship
- Problem Solving & Decision Making
- Strategic Planning & organizing
- Communication
- Quality improvement
- Leadership
- Teamwork
- Service Focus
- Managing People

**Berkeley behavioral anchors matrix core competencies*



TEAMWORK

1. Builds productive working relationships
2. Cooperates and collaborates with colleagues
3. Treats others with respect
4. Resolves conflicts among team members
5. Balances individual and team goals

QUALITY IMPROVEMENT

1. Understands the value of innovation and of quality improvement
2. Improves processes and practices by identifying inefficiencies and redundancies
3. Collaborates with campus partners to improve the quality of products and service
4. Demonstrates efficiency and quality in one's own work
5. Manages and sustains change initiatives



- Taking action by integrating self-assessment and career awareness information into a career development plan that:
 - Has short-term, medium-term and long-term goals
 - Creates a vision of your future
 - Aligns individual career development action goals with Non la vedo



- **Specific**
Does your goal clearly and specifically state what you are trying to achieve?
- **Measurable**
How will you (and other) know if the process is being made on achieving your goal?
Can you quantify or put numbers to your outcome?
- **Attainable**
Is achieving your goal dependent on anyone else?
- **Relevant**
Why is achieving this goal important to you?
- **Time-bound**
When will you reach your goal?



Identifying and developing skills needed for career advancement and enrichment

Identify needed skill through

- Self assessment
- Career Development Conversations with Supervisors

Develop skill through

- On the Job Experiences
- Organizational Experiences
- Leadership Experiences
- Education and Training



On the Job Experiences

Take in complex or difficult projects assume departmental responsibilities that require learning a new skill foster teambuilding or building bridges with key stakeholder

Off the Job Experiences

Volunteer in a staff or professional association or with a community organization

Take on a temporary part-time or contract role in another organization to gain new skills

Leadership and speaking Experiences

Mentor lead a project team, lead a task force, chair a committee, speak at a meeting or present at a conference



- Reflecting in what's important to you and your work
- Researching career & job opportunities
- Building a network
- Participating in mentoring relationships
- Increasing resilience and ability to tolerate change
- Updating your resume
- Continuously developing yourself and your career

3 C's of Career Development

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- Clarity- know yourself and world of work
- Confidence – believe in yourself
- Communication – communicating your strenghts



- Believe in Yourself - Components of Career Self Efficacy

Performance Accomplishments

Reminder of skills developed through work achievements

Vicarious Learning

Researching careers, informational interviews shadowing

Social Persuasion

Connect with former colleagues, mentors, people who know you and your strengths

Physiological & Affective Reactions

Pay attention to what excites you



Career Planning Skills from Happenstance Theory*

- **Curiosity** - exploring new learning opportunities, learning is lifelong, actively engage your interest
- **Persistence**- exerting effort despite setbacks, keep perspective, don't personalize
- **Flexibility** - adapting to changing attitudes and circumstances
- **Optimism** - viewing new opportunities as possible and attainable
- **Risk Taking** - taking action in face of uncertainty

SMART Career Action Goal

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- Please take a moment to write one career planning action step that is:

Specific

Measurable

Attainable

Relevant

Timebound