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# BECOMING

## Professional Operators Tools

### Self-Development Notebook



[competencesforfuture.com](https://competencesforfuture.com)

[ilmiofuturo.it](https://ilmiofuturo.it)

**C4F**

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## Introduction

This is an important tool included in the toolkit named “Professional Operators Tools” in which various tools used by the Career Guidance and Development operators and the VET trainers are collected. These tools are useful for the diagnostic and assessment and reflection phases, the creation/conceiving of a personal visioning, the career and personal development planning etc. This document is a Notebook addressed to the workers. The workers will put in it the results of the Practical Activities that are expected in the proposed career guidance process.

## How to use the notebook

*By implementing the practical activities expected in the “Professional Operators Tools” you will accomplish the expected outcomes.*

*You can use this Notebook to note the results of the mentioned Practical Activity that the Career Guidance and Development operators and the VET trainers will propose you. They are at your disposal to do the practical activities in a proper way.*



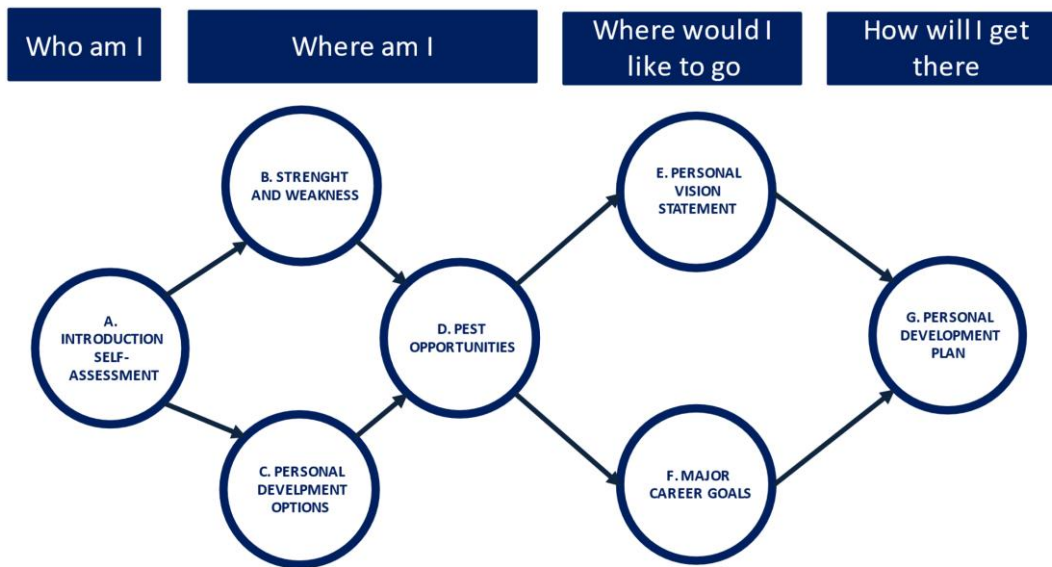
# The pathway in summary

The career guidance pathway proposed you is divided into four steps:

- Who am I?
- Where am I?
- Where would I like to go?
- How will I get there?

In each step, some practical activities are expected. Here you find a framework of it.

## The framework



In the following pages you will find specific spaces that the workers have to fill in to finalize the proposed practical activities. For these spaces named “Finalize” you will find the following symbol:



We wish you good work!!!



# Who am I?

## 1. Introduction and self-assessment



### Finalize n. 1

Please, describe yourself in terms of interest, passions, talents, and traits. It is a good way to focus on yourself.

You should write at least half a page.

Some definitions:

*Talents* (natural aptitude or skill, a thing that is easy to do for you, obtaining good performances)

*Passions*: things that I like/love to do

*Personal Interests*: sectors, areas the workers is interested in (comics, digital games, fisheries, electronics, mechanic, cars, fitness, painting, associationism, financial investments etc)

*Traits*: features that describe me (sociable, kind, ambitious, fair, ....)

I'm .....

I have the following talents

I have the following passions

... so I have the following personal interests

The traits of my personality are...



# Where am I?

In this step, two macro-activities are expected. The first is aimed to individuate the Strengths and Weaknesses of the workers. The second is aimed to find out the main trend and the skill need of the sector in which the worker works (PEST analysis).

## 2. Personal Strengths and Weakness Analysis

You put all the information directly on the Practical Activity 2

## 3. Personal Development options



### Finalize n. 2

Complete the Personal Development Options section of the following grid

**Personal Strength and Weakness Analysis Worksheet**

*Print off as many copies of this as you need for your personal use.*

Strengths	Weaknesses	Personal Development Options



## 4. Personal PEST Analysis



### Finalize n. 3

Complete the Personal **PEST Analysis Worksheet** using the following grid

#### Personal PEST Analysis Worksheet

*Print off as many copies of this as you need for your personal use.*

<b>Political Factors</b>		<b>Economic Factors</b>	
<b>Opportunities</b>	<b>Threats</b>	<b>Opportunities</b>	<b>Threats</b>
<b>Socio-Cultural Factors</b>		<b>Technological Factors</b>	
<b>Opportunities</b>	<b>Threats</b>	<b>Opportunities</b>	<b>Threats</b>

## Opportunity Analysis



### Finalize n. 4

#### Opportunity Analysis Worksheet

*Print off as many copies of this as you need for your personal use.*

<b>Identified Personal Development Options and PEST opportunities</b>	<b>Supporting Factors (Strengths, PEST Trends and Events, Personal Interests)</b>	<b>Opposing Factors (Weaknesses, PEST Trends and Events)</b>



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# Where would I like to go?

## Defining Your Career Objectives

### 5. Personal Vision Statement



#### Finalize n. 5

**Action:**

Draft your Personal Vision Statement in the box below, and rewrite it until you're completely happy. You'll record it on your Personal Development Plan later.

“

---

”

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## 6. Major Career Goals



### Finalize n. 6

Put the Goals you pinpointed into the following scheme. In the next step, you will complete the scheme with the skills, qualifications and experience needed

#### Major Career Goals

<b>SMART Goal 1:</b>	
<b>Skills, Qualifications and Experience Needed</b>	
<b>SMART Goal 2:</b>	
<b>Skills, Qualifications and Experience Needed</b>	
<b>SMART Goal 3:</b>	
<b>Skills, Qualifications and Experience Needed</b>	
<b>SMART Goal 4:</b>	
<b>Skills, Qualifications and Experience Needed</b>	
<b>SMART Goal 5:</b>	
<b>Skills, Qualifications and Experience Needed</b>	



<b>SMART Goal 6:</b>	
<b>Skills, Qualifications and Experience Needed</b>	
<b>SMART Goal __:</b>	
<b>Skills, Qualifications and Experience Needed</b>	

Well done, the workers are making great progress!

They've now got everything in place to start drafting their Personal Development Plan.



# How will I get there?

## 7. Creating Your Personal Development Plan

### Conducting a Skills Audit


**Finalize n. 7**

The workers put the main own skill needs on the Skills Audit section of the Personal Development Plan Worksheet.

## Personal Development Plan Worksheet

*Print off as many copies of this as you need for your personal use.*

<b>Name:</b>		<b>Current Position:</b>				<b>Date Started:</b>					
<b>Career Mission Statement</b> (What you intend to accomplish, and why)											
<b>Major Career Goals</b> (What you need to accomplish in the medium term to further your mission)											
<b>Goal:</b>			<b>Target Date:</b>		<b>Goal:</b>			<b>Target Date:</b>			
<b>Goal:</b>			<b>Target Date:</b>		<b>Goal:</b>			<b>Target Date:</b>			
<b>Goal:</b>			<b>Target Date:</b>		<b>Goal:</b>			<b>Target Date:</b>			
<b>Skills Audit</b>											
<b>Skill/Competency</b>		<b>Rank</b>				<b>Skill/Competency</b>		<b>Rank</b>			
		<b>Now</b>	<b>6m</b>	<b>1yr</b>	<b>3yr</b>			<b>Now</b>	<b>6m</b>	<b>1yr</b>	<b>3yr</b>




## Create an Action Plan



Finalize n. 8

### Action Plan

*Print off as many copies of this as you need for your personal use.*

Action Plan for the next _____ months (6/9/12).			
Development Goal	Action Steps	Complete by (Date)	Obstacles/Solutions

I am committing to these goals, and I will review this Personal Development Plan on a regular basis and update it as necessary.



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**Signature**