

**Reflection, Review and Re-invention:
Career Development for higher education professionals
(Programme 2 – Emphasis on Reflection)**

Standard Programme

- 09.00 - 09.30 **Arrival**
Please note: this event will commence promptly at 09.30. Please ensure that you arrive before 09.30.
- 09.30 - 09.45 **Introduction**
This provides an introduction to the programme and an opportunity for participants to meet each other and share their thoughts.
- 09.45 - 11.00 **Session One
Reflection I**
This is an interactive session that encourages participants to reflect upon their current situation and give consideration to both the strengths and weaknesses of their own professional and personal experience, and current career situation.
- Learning Outcomes
On completion of this session participants should be able to:
- Review their Personal SWOT (completed prior to attendance at the event)
 - Reflect on their current career position and their own strengths and weaknesses
 - Be aware of the opportunities and threats present in their current situation
- 11.00 - 11.15 **Break**
- 11.15 - 12.30 **Session Two
Reflection II**
This session covers future goals and career planning and encourages participants to consider their ideal professional situation and the factors that motivate them both personally and professionally. Participants will be encouraged to use this information to begin the process of setting future goals building upon the work undertaken in Session One, and to identify any 'gaps' in skills and experience to be addressed in achieving their goals.
- Learning Outcomes
On completion of this session participants should be able to:
- View the 'big picture' in terms of work-life balance issues
 - Be aware of their individual motivation factors
 - Be aware of the benefits of using a Personal Development Plan
 - Begin the process of identifying 'gaps' in their skills and experience which would need to be addressed in order to achieve their aspirations

12.30 - 13.15

Lunch

13.15 - 14.45

Session Three

Review

This session will focus upon Scenario Planning and Career Planning and will encourage participants to consider a range of future possibilities and the extent to which Career Planning in a sector characterised by constant change, is a practical possibility. This session will consider the range of options available to enable participants to widen their professional experience beyond the specific confines of their immediate role. This will include both activities within participants' own organisations and external opportunities.

This session will include a brainstorming session and scenario planning.

Learning Outcomes

On completion of this session participants should be able to:

- Be aware of a range of potential options for gaining professional experience both within and beyond their immediate role
- Be aware of the process of Scenario Planning and the benefits of considering a range of 'alternative futures'
- Be aware of the factors affecting Career Planning

14.45 - 15.00

Break

15.00 - 16.15

Session Four

Re-invention

This session will examine aspects of positive presentation, with particular reference to; Using Careers Services, Networking and the concept of the 'Professional Footprint'

Learning Outcomes

On completion of this session participants should be able to:

- Be aware of the benefits of using Careers Services
- Understand the benefits of Networking and have an awareness of good and bad networking practices
- Be aware of the impact of their 'Professional Footprint' ©

16.15 - 16.45

Feedback, Conclusions and taking things forward

This final session will provide a conclusion to the event and enable participants to provide informal feedback. Participants will also be encouraged to share the practical steps that they will be taking as a result of completing the programme.