

**Reflection, Review and Re-invention:
Career Development for Higher Education professionals
(Programme 1 – Emphasis on Re-Invention)**

Standard Programme

09.00 - 09.30	Arrival
09.30 - 09.45	Introduction Presenters will provide an introduction to the programme and will provide an opportunity for participants to meet each other and share their thoughts.
09.45 - 11.15	Session One Reflection 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 experience and current career situation. This session takes a holistic approach and will also ask participants to give consideration to work-life balance issues. Learning Outcomes On completion of this session participants should be able to: <ul style="list-style-type: none">▪ Reflect on their current career position and their own strengths and weaknesses▪ Be aware of the opportunities and threats present in their current situation▪ View the 'big picture' in terms of work-life balance issues
11.15 - 11.30	Break
11.30 - 13.00	Session Two Review 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: <ul style="list-style-type: none">▪ Be aware of their individual motivation factors▪ Begin the process of setting future goals▪ Begin the process of identifying 'gaps' in their skills and experience which would need to be addressed in order to achieve their aspirations
13.00 - 13.45	Lunch break

13.45 - 15.00

Session Three

Re-invention I

Enhancing your skills and experience

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
- Identify a number of practical steps they can take to enhance their professional experience relevant to their future goal(s)

15.00 - 15.15

Break

15.15 - 16.45

Session Four

Re-invention II

Positive Presentation

This session will examine the methods participants can use to effectively present their skills and experience when aiming to secure a new role/post.

This session will include discussion of the following:

- Networking techniques
- Using your Careers service
- Curriculum Vitae
- Interviews and interview feedback

Learning Outcomes

On completion of this session participants should be able to:

- Be aware of the range of methods available for positively and appropriately presenting their skills and experience
- Demonstrate an understanding of the role of positive presentation in achieving goals

16.45 - 17.00

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.