**Career Plan**

<table>
<thead>
<tr>
<th>Name:</th>
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<tbody>
<tr>
<td>Current Position:</td>
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<td>Date:</td>
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**STEP 1: Knowing Yourself**

The first step in planning your career involves evaluating and understanding your aspirations; strengths; interests; values and personal influences. Complete a self-assessment (consult a career advisor or complete an on-line assessment) and record your strengths, interests, and competencies.

**My Strengths:**

- [ ]
- [ ]
- [ ]
- [ ]

**My Skills and Competencies:**

- [ ]
- [ ]
- [ ]
- [ ]

**My Interests:**

- [ ]
- [ ]
- [ ]
- [ ]

**My Values:**

- [ ]
- [ ]
- [ ]
- [ ]

Discuss your skills and strengths with friends, a career guidance advisor at the careers office or with a mentor to gain a better understanding of all the personal factors that influence your career options and write down additional information that may be important.

- [ ]
- [ ]
- [ ]
- [ ]
STEP 2: Gather information about the career options in your field of specialisation

Look at job advertisements in your field and record the minimum and ideal job requirements and compare these requirements with your qualifications, skill set, and attributes.

______________________________________________________________
______________________________________________________________
______________________________________________________________

STEP 3: Plan your future skills development

Write down which skills or areas of knowledge you need to develop to comply with the job requirements of your chosen career or with different options in your field of study.

Training and Development Opportunities:

Option 1: (Eg., Postdoctoral fellowship or assistant researcher)

Prerequisites and requirements to qualify for this option:

______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
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______________________________________________________________
STEP 4: Making Choices

Consider the suitability of each option and decide (with the assistance of an advisor or mentor) which one is the best match to your aspirations and career goals.

______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________

Based on the choices you have made, and the development opportunities you have identified now write your goal(s) for the short and medium term. Aim to make each goal as specific as you can.

Goal 1

______________________________________________________________
______________________________________________________________
______________________________________________________________

Write down what you need to do to achieve this career goal:

______________________________________________________________
______________________________________________________________
______________________________________________________________

Goal 2

______________________________________________________________
______________________________________________________________
______________________________________________________________

Write down what you need to do to achieve this career goal:

______________________________________________________________
______________________________________________________________
______________________________________________________________
**STEP 5: Make it Happen**

To achieve your goals, you need to have an agreed course of action. You (and your advisor/mentor) need to have a clear understanding of what steps you will be taking, the commitment required by you and relevant time frames.

You are now ready to detail what you have to do to make things happen.

**Agreed course of action/action plan**

<table>
<thead>
<tr>
<th>Start date</th>
<th>Completion date</th>
<th>Skill, experience, knowledge to be gained</th>
<th>How will this be gained? (e.g., on the job experience, formal/informal seminars/courses, coaching/mentoring, etc.)</th>
<th>Provider (e.g., workplace educator, university, coach/mentor, etc.)</th>
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**STEP 6: Assess your career plan**

**Assessing the effectiveness of the action plan**

Specify how to assess the extent to which the agreed course of action has achieved the stated goals

Date:...........................................................................................................................................

Signature:.......................................................................................................................................

See the example of a career plan.
Career/Future Plan

Who you are?
Analytical, driven, ambitious, perceptive, creative, enjoy working with numbers / money, inquisitive, systematic, disciplined

Education
A Levels – Maths, Chemistry, Physics
Masters – MChem
PhD – Computational Chemistry
MBA - Warwick

Employment etc
Sun Valley – factory operative
Exe Computers – owner/manager
Severn Trent Laboratories
- Analyst
- Team Leader
- Logistics Manager
E-Local Trading – Futures Trader

My Goals:

Short Term
Work – Secure a position with opportunity for progression on demonstration of ability

Mid Term (2-5 yrs)
Home – Visit brother in Canada. Support younger brother in developing surgery plans

Long Term >5yrs
Head business unit/venture

Current competencies, skills, knowledge, experience
Analytical, modeling, chemistry, logistics, systems, processes, project management, innovation
Interest rate futures markets, technical, fundamental, psychological
Management, property, trading, research, business improvement

Development needs and skills required for current job and future goals
Understanding of other investment techniques – to be satisfied by majoring in Finance during the MBA
Gain exposure to company strategy to add to day to day performance management experience and to lay foundation for more senior position
Participate in opportunities to create and develop new business units or entry into new markets.

Personal preferences
Being involved in a competitive environment with opportunities for performance

Values
Maximise return on time, create efficiency, contribute to team objectives or perform as individual

Limitations
International experience, foreign language

Action Plan
Develop plan to utilise MBA placement as an opportunity to experience and demonstrate ability to potential future employers. Investigate trading availability in sectors other than banking e.g. EON, BP