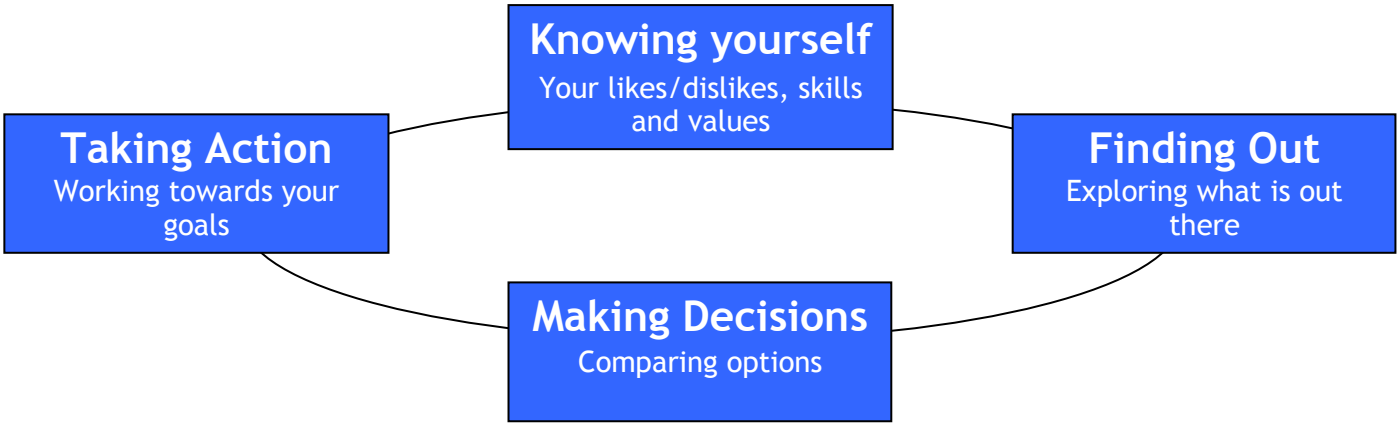
Career Planning – Taking Action

Use the four stage Career Planning process, including the Taking Action stage, to work towards your work and learning goals.



Find out more information about career planning at www.careercentre.dtwd.wa.gov.au

Listed below are some suggested actions to help you move through the career planning process and get to the "Taking Action" stage of your career plan.

1. Write a "wish list" of what you want out of your job, work or career. Choose your top five wants.
2. Think about where you are now, where you want to be and how you will get there. Write your goal down.
3. Set time aside for career research.
4. Use the resources and tools on the Career Centre site to help you research the Western Australian job market, the occupations and industries that interest you.: www.careercentre.dtwd.wa.gov.au
5. Find out about the skills, experience and qualifications employers are seeking in your occupations of interest? How does this relate to what you want? Are there any gaps?
6. Organise supervised work experience or voluntary work. Test drive your option/s. Build your network of contacts - (Who do you know? Who do they know?)
7. Using the information you have gathered prioritise your top three work and/or learning options. Compare each of your options with your top five wants from your "wish list". Choose your best option for you now, keeping aside your two back up options.
8. Write a step by step action plan including work and learning steps, where you can get help and who will support you.

CAREER PLANNING HELP

Contact the Career Centre if you need further information or assistance with planning your work and learning options.

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Career Centre

ACTION PLAN **Name:**

Date: /1/2015	Email:

Reflect on your current circumstances and where you want to make changes. These changes can be about your work and career and include other important aspects like your family, finances and leisure time.

Current situation	I

Create a 'wish list' of the things you want in a job. Include your interests and values. Also include preferences such as hours, pay, work conditions and location.

Interests, likes, dislikes and values Top 5' likes	

What is the gap between where you are now and where you would like to be? Set short, medium and/or long term goals to help you close the gap.

Career goals	

Look at what you can already do. What do you need to be able to do to achieve your job and career goals?

What skills do you already have? What skills do you need for this career/s? How will you get these skills?	

What could stand between you and your options? What can you do about it? Who can help you?

Obstacles and solutions	

What steps do you need to take to achieve your work and learning goals?

Suggested Action steps	