

# Career Planner

## The Careers Unit

Are you a doctor, dentist or other health clinician training in London searching for answers or highly focussed input to any of the following questions?

- How can I gain greater balance between my workplace and home life?
- What can I do to boost my self-confidence in the workplace?
- How can I get clarity about making my career decisions?
- What are my career options given the recent changes in personal circumstances?
- How can I make my application stand out?
- What is the best way to advance my career?

This is just a sample of some of the typical enquiries from individuals contacting the Careers Unit. If your answer to any of these questions is 'yes' then our team of highly skilled and experienced careers support advisers is here to help you get the most out of your career.

Our offer of 4 one-to-one sessions will help you take control of your career in a confidential, supportive and creative environment and successfully navigate the career landscape you wish to cross.

## The Coaching Service

Healthcare professionals in London are benefitting from 1:1 coaching delivered by some of the highest-qualified coaches in the NHS. The majority of our coaches are practising clinicians and they know first-hand about what it takes to succeed in a healthcare career.

With some 50 qualified coaches on our register, the Coaching Service has seen thousands of individuals since its inception in 2008, including:

- NHS clinicians whilst in training
- Doctors and dentists in an HEE Foundation or Specialty Training Scheme
- Individuals in the first two years of a Return to Practice Scheme
- Healthcare professionals in Bands 5-8 in a recognised training scheme such as preceptorship or a development role.

We provide high calibre coaching with significant benefits – often transformational – stretching far beyond the work covered in the session. Individuals who want to drive change and fulfill their potential will benefit from coaching as well as those looking for clarity and insight into a major decision. Working with a coach can help not only to create a better personal/professional balance and prevent burnout, but also release individual career potential.

## Stage 1: Self Assessment

Who am I?

My reasons for pursuing a Clinical Health career	My top 5 core work values which need to be present in any career	The Interests I enjoy and wish to develop in a working context
	•	•
	•	•
	•	•
	•	•
	•	•
The strengths and skills I enjoy using in my career	The Skills I wish to develop in my career	Role models that have influenced my career and why
•	•	
•	•	
•	•	
•	•	
•	•	
What are my personality traits/preferences and how do they help/hinder me in a working context	The key stressors that I wish to avoid in my career	Where I would like my Career to be in 5 years time
•	•	
•	•	
•	•	

**Stage 2: Career Exploration**

What will I commit to?

WHAT DO I NEED TO RESEARCH?	HOW WILL I DO THIS?	WHEN WILL I DO THIS?

**Networking – Who is in your Network?**

Please use this page to record details of people you have met today that you would like to add to your network of contacts

NAME	Email address/phone number	What will I contact them about and when will I do that?

What is the best piece of careers advice my *future self* will give my *present day* self?

**Stage 3: Decision Making - Making a Choice**

**SWOT analysis:**

This exercise focuses on thinking through one particular option and looking at it from different perspectives. The method is particularly useful for matching a particular speciality/role against the key criteria you have clarified through self-assessment and how this might change over time. You may find that the strengths and weaknesses are mainly internal and opportunities and threads mainly external.

Look at each section in turn and think of as many aspects as you can. Are there particular threats that you can avoid by making small changes? By being clear of the internal and external aspects of your choice you can assess if this is worth the risk for you or if you need to adjust your plan to make it a better choice.

<b>Strengths</b>	<b>weaknesses</b>
<b>Opportunities</b>	<b>Threats</b>

**Stage 4: Plan Implementation**

<b>NEXT STEPS</b> <b>(What do I need to do now?)</b>	<b>HOW WILL I DO THIS?</b> <b>(What resources do I need?)</b>	<b>WHEN WILL I DO THIS?</b> <b>(What is my Timeline? How much Energy/ Motivation have I got now?)</b>

**Where can I find out more information to help me with my career planning?**

General Careers Information	
<a href="http://www.lpmde.ac.uk/professional-support/careers-unit">www.lpmde.ac.uk/professional-support/careers-unit</a>	London Postgraduate Medical & Dental Education Careers Unit (LPMDE) - Professional support unit Career planning Tools and advice
<a href="https://www.healthcareers.nhs.uk/">https://www.healthcareers.nhs.uk/</a>	A general site covering all roles in the health service with information on specific jobs at all levels, information on training, salaries, case studies , making applications and much more.  This site is undergoing a major revision which should be live in 2015
<a href="https://www.healthcareers.nhs.uk/career-planning/planning-your-career/decision-making/career-decision-making-exercises">https://www.healthcareers.nhs.uk/career-planning/planning-your-career/decision-making/career-decision-making-exercises</a>	Career decision making exercises
<a href="https://www.healthcareers.nhs.uk/explore-roles">https://www.healthcareers.nhs.uk/explore-roles</a>	Outline of the main roles and training pathways for doctors
<a href="http://www.lpmde.ac.uk/training-programme/specialty-schools/medicine-and-medical-specialties">http://www.lpmde.ac.uk/training-programme/specialty-schools/medicine-and-medical-specialties</a>	School of Medicine web pages
<a href="http://www.bmjcareers.com">www.bmjcareers.com</a>	<b><u>British Medical Journal (BMJ) Careers</u></b>  Careers articles, information and advice on a range of subjects

<a href="http://www.cfwi.org.uk">www.cfwi.org.uk</a>	<p><b><u>Centre for Workforce Intelligence</u></b></p> <p>Analyses of workforce trends in the NHS, contains predictions of supply and demand in various specialties</p>
<a href="http://www.prospects.ac.uk">www.prospects.ac.uk</a>	<p>General Graduate careers site</p>
<p><b>Practice Standards</b></p>	
<a href="http://www.gmc-uk.org/">www.gmc-uk.org/</a>	<p>General Medical Council</p> <p>Information on training, CPD, application procedures, issues professional practice and register of medical practitioners</p>
<p><b>Employment Issues</b></p>	
<a href="https://nationalcareersservice.direct.gov.uk/Pages/Home.aspx">https://nationalcareersservice.direct.gov.uk/Pages/Home.aspx</a>	<p>National Careers Service</p> <p>A source of Career information, self-awareness exercises and support for applying for jobs</p>
<a href="http://www.gov.uk/contact-jobcentre-plus">www.gov.uk/contact-jobcentre-plus</a>	<p>Employment Services – Job Centre Plus</p> <p>Information on income support, study awards, links to vacancy bulletin and much more</p>
<a href="http://www.lawsociety.org.uk/for-the-public/">www.lawsociety.org.uk/for-the-public/</a>	<p>The Law Society of England and Wales</p> <p>For legal advice relating to your employment</p>