

# Career Management - CMT (Half Day)

## Programme Overview:

Individual career management training is a practical training session which will enable participants to strategically assess their skills, knowledge and career experience and develop individual career plans for the future.

The session focuses on empowering participants to take ownership for their own career destiny, through structured career and personal development analysis, exploring values and motivating rationale, identifying future goals and career aspirations.

This session is suitable for Individuals who want to review their career to date and take charge of their future career. Methodology used includes Individual Worksheets and Handouts for future review.

## Course Information & Learning Outcomes

### Course Information

CMT is a self-awareness and career decision making session aimed at empowering ownership of one's own career.

Participants will be introduced to techniques and methodology which will enable them to self-analyse, critique their abilities and skills, and consider longterm career goals in a challenging employment market.

### Methodology:

Powerpoint Presentation, Worksheets, Handouts

### Primary Units Covered:

#### Section 1: Exploration & Analysis

- Employment & Career Exploration
- Individual Motivations & Drivers, Personal Values
- Skills & Effectiveness Analysis
- Competency Identification

#### Section 2: Action & Planning

- Looking to the Future – Career Aspirations.
- Developmental Planning
- Building your personal Brand & promotional tools / networking.

### Who is this Course For?

This course is suitable for Individuals of varying work experience who wish to take ownership for their future career.

### Learning Outcomes:

- Self-awareness and clarity through exploration of values, traits and competencies.
- Identification of Experience/Training needs analysis
- Job Role and Competency Dissemination
- Transferability of Skillset through Sectors
- Empowering participants to develop individual Career and Training Plans.
- Practical application tools – CV Cover Letter, Interview Guidance.

### Course Duration:

This course is one half day session.

### Course Facilitator:

Paramount HR Solutions Ltd.

### Learner Support:

Additional Information on Learning can be found on [www.paramounthr.ie](http://www.paramounthr.ie)

### Assessment and Evaluation:

There is no formal assessment on this course.

### Course TimeTable

September

October

November

December

To Register for this Course, contact

01-2911960

## Participant Information

### Preferred Entry Requirements:

No previous qualifications are required.

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