

Postgraduate Research Residential
12-13 January, St John's College, Durham University

Career Development Starts Here...

Take control and get creative with your career

Action planning

- **Setting aside time to research and plan my career**

What would be a realistic amount of time to set aside on a daily/weekly/monthly/yearly basis to-

- explore career options
- develop my skills
- create a 'live' CV
- check vacancies

- **Self assessment**

Which skills and talents do I enjoy using?
eg. writing, planning, project management

Which areas of my skill profile need practice/development?
eg. dealing with change, working in teams, managing my time

- **Practicing presentation skills**

If these skills are going to be important to the job you aspire to, think about getting practice. I am going to improve these skills by-

- attending a careers service skills based course
- choosing to give presentations during my research
- giving presentations through the clubs/societies/community groups I'm involved with

Take control and get creative with your career

- **Information gathering**

What further information do you need to help you consider career choices?

- I'm going to research a job I think I'd be good at
(by when?

- I'm going to look at careers resources and check out some web sites
(by when?

- **Conference involvement**

-Is this important to me?

- what could I do to both attend conferences and give papers?

- what needs to happen to get me started?

- **Developing networks**

Networking could be a useful skill you chose to develop

What networks are you currently part of-

i. internal to the university

ii. externally

what could you be doing to grow these networks?

- **Improving my writing skills**

How can I further develop this skill?

Is getting published important to me?

How can I use what I've learnt over the last 2 days to progress this?

- **Planning information interviews**

Curious about a particular job?

Arrange to interview a job holder to get more information – I could achieve this by.....