

29.06.22

Own Your Career

Develop the core skills needed to
take control of your career
development now and in the future

my learning hub



ScotRail
SCOTLAND'S RAILWAY



Our Roadmap

- WHY it's important to take control of your own career
- WHAT are the five core skills you need to take control of your career now and in the future
- HOW to develop three of these skills
- HOW to have a great career conversation



Our Destination

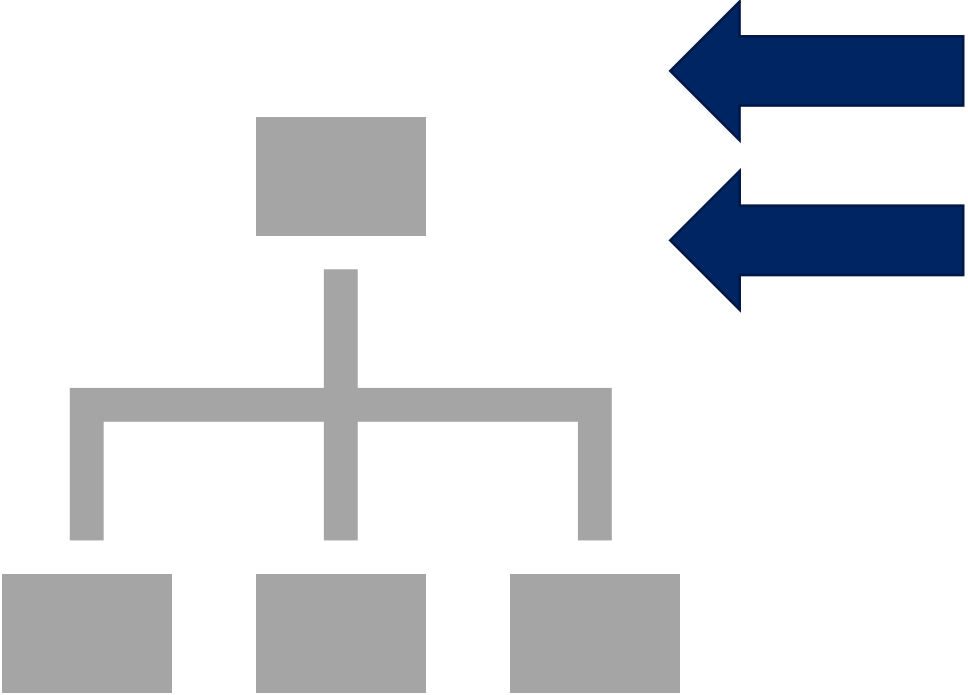
By the end of this session, you'll walk away with practical actions to develop the career skills needed to own your career.



Careers in real life are squiggly



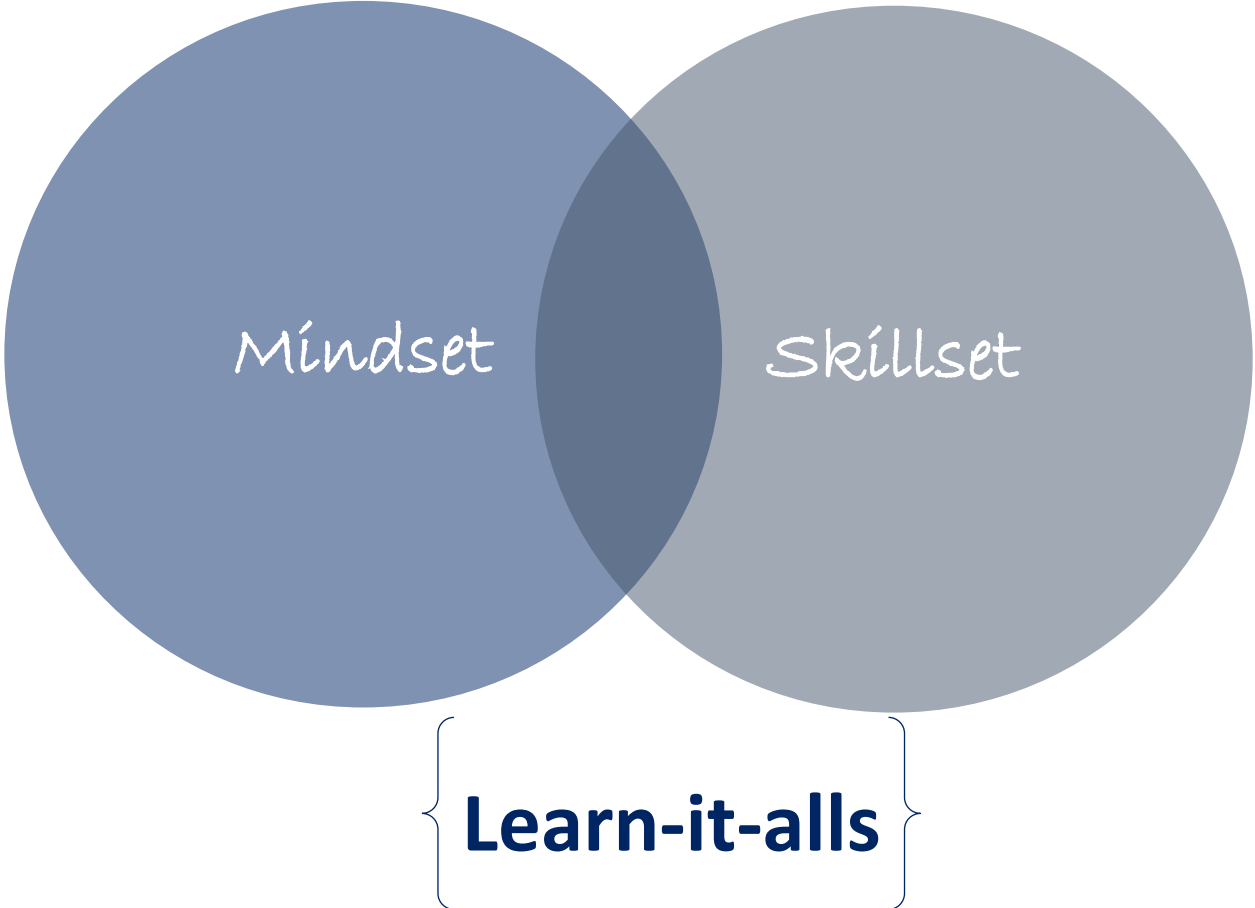
The problem



“The illiterate of the 21st century will not be those who cannot read and write, but those who cannot learn, unlearn & relearn”

Alvin Toffler

The solution

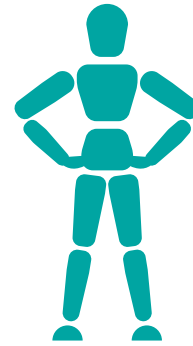






VALUES

The things that make you, and matter most in your work and life



RELATIONSHIPS

The community you create to support your career development



STRENGTHS

The things that energise you and that you want to be known for



CONFIDENCE

The self-belief that guides your growth and builds your bravery at work

FUTURE POSSIBILITIES

The ability to explore possibilities and define your own version of success



To take control of your career in this changing world of work you need to develop a set of five core career skills

What are strengths?

Natural Talents
+
Experiences
=
Strengths



What are strengths?

The things
you are
great at



What about weaknesses?

“ You can't build performance on weaknesses. You can build only on strengths”

Peter Drucker



What three words would you use to describe me at my best?

Friend	Family	Colleague
1.	1.	1.
2.	2.	2.
3.	3.	3.

What three words would you use to describe me at my best?

Friend	Family	Colleague
1. Determined	1. Independent	1. Considerate
2. Curious	2. Confident	2. Focused
3. Competitive	3. Creative	3. Calm

I remember when you were 13, you really hurt your knee playing netball. You gritted your teeth but kept on playing. You loved games on the beach and hunting for crabs for hours end, I see a determined and curious character.

Rachel's Mum

Three words: Determined, curious, competitive

At university you were the one that was more confident going your own way than everyone else. You knew what you wanted and would create your own opportunities if the right ones weren't there. You were independent but would always help others if you could. You built strong relationships with a few people, rather than everyone.

Rachel's Friend

Three words: independent, confident, creative

Considerate in both senses; you are considerate of others, and your decisions are carefully considered. You are driven and appear to be clear about where you are headed and how to get there. You speak softly which soothes others and are able to emanate a sense of calm regardless of what's happening.

Rachel's Colleague

Three words: considerate, focused, calm

Examples of natural talents*

Achievement	Command	Discipline	Intelligence	Resilience
Activation	Communication	Efficiency	Learning	Responsibility
Adaptability	Competition	Engagement	Listening	Self-awareness
Analytical	Connection	Empathy	Numeracy	Strategic
Attentive	Context	Excellence	Organising	Supportive
Belief	Creativity	Focus	Positivity	Questioning
Charm	Development	Inclusiveness	Problem-solving	

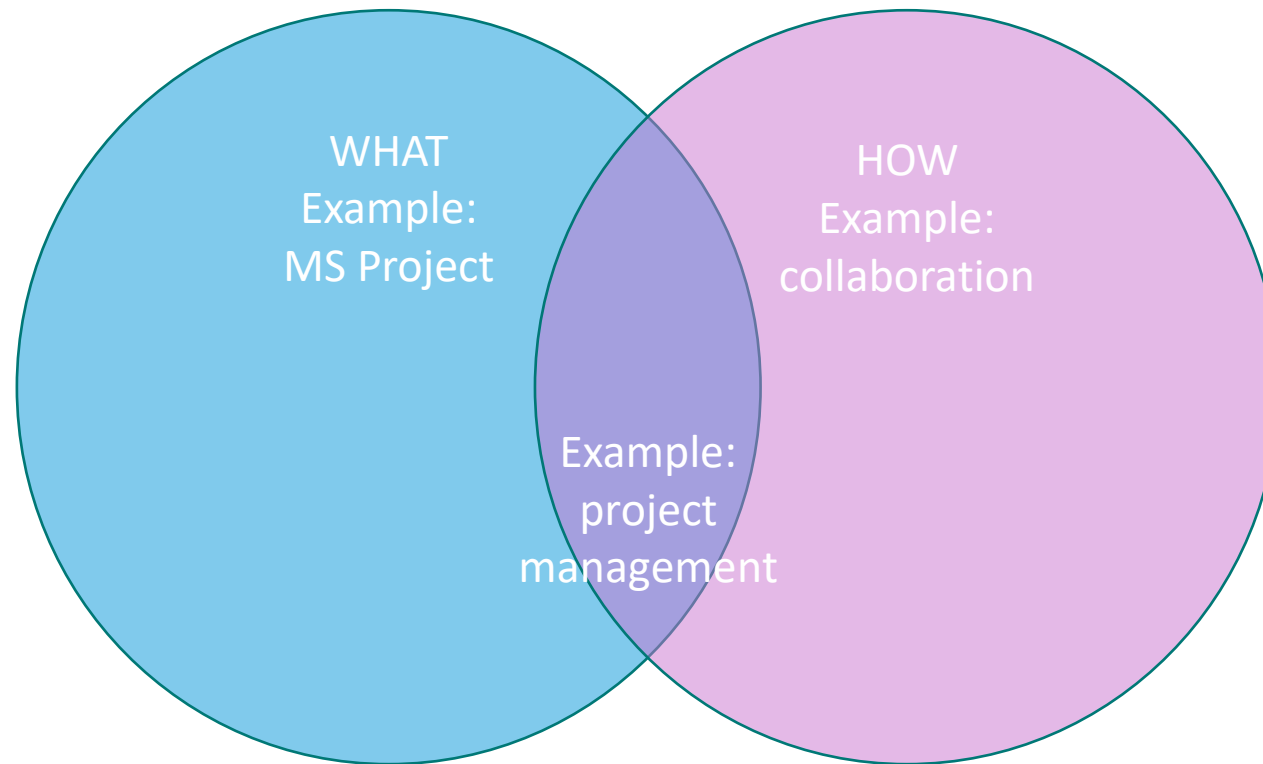
* Definitions of words at the end of toolkit

Free Strengths Questionnaires

To help identify and understand your strengths – require registration

- [AtMyBest](#)
- [Via Character Strengths](#)

Learnt talents : Use the space below to list your whats and hows



Be as specific as possible

Keep asking 'why' you are good at it to uncover your strengths

From strengths to super strength

SUCCESS

FREQUENCY

OPENNESS


HAPPINESS

Strength	Increase success	Increase frequency	Increase openness	Increase happiness
1. Project Management	1. Ask the people you frequently work with for one idea on how you could use your project management to support the team to deliver your collective objectives.	1. Identify one problem your team/function/ScotRail needs to solve that could benefit from your project management skills.	1. Run a session on 'the basics of project management' that colleagues can attend.	1. Join a network of people who share the same passion for project management as you.
	2. Ask your manager how your project management skills could increase your impact.	2. Volunteer to mentor a colleague who would like to improve their project management skills.	2. Update your LinkedIn profile so that your summary includes reference to your project management skills and how you use them to add value in your role.	2. Identify 1 or 2 personal development objectives that will further build your expertise in this area – what are you going to read, watch and listen to that will inspire and challenge you?

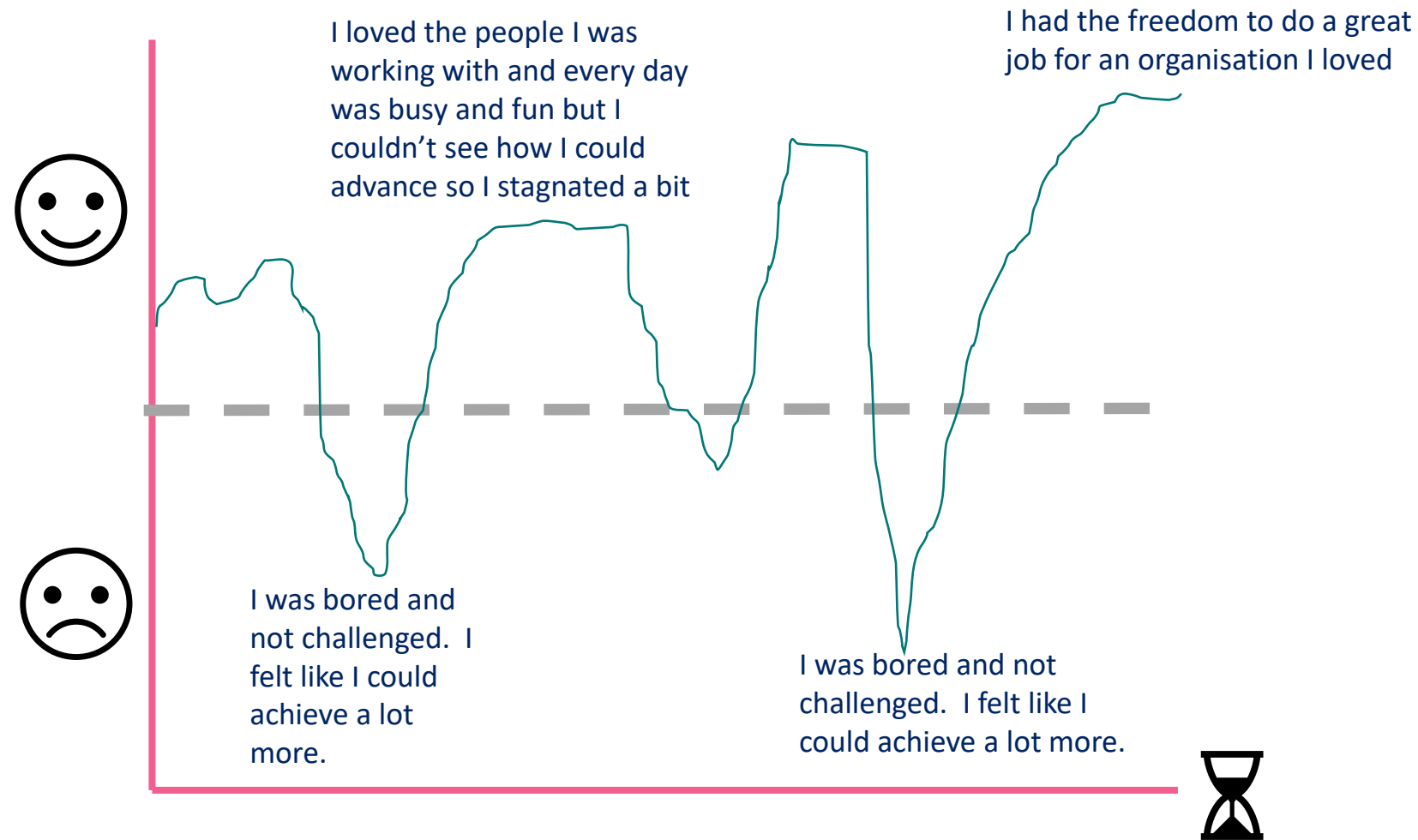
What are values?

Values are the unique attitudes and beliefs that motivate and drive us




Values are what make you 'you'






Knowing your values will help you to make better decisions on what motivates and drives you (and not what other people think you should do)



CAREER MUST HAVES

-  E.g. Must have the opportunity to learn & grow constantly
- 
- 

CAREER MUST NOTS

-  E.g. Must not be required to travel lots
- 
- 

What's important to me about...

The people I work with

The work that I do

The organisation I work for

The environment I work in

Values List

Acceptance	Determination	Fun	Justice	Order	Responsibility
Achievement	Discipline	Growth	Kindness	Partnership	Routine
Appreciation	Diversity	Harmony	Knowledge	Passion	Safety
Authority	Efficiency	Health	Learning	Peace	Self-respect
Belonging	Energy	Helpfulness	Logic	Politeness	Spirituality
Capability	Enthusiasm	Honesty	Loyalty	Power	Stability
Challenge	Equality	Honour	Meaning	Privacy	Success
Choice	Excellence	Inclusion	Mindfulness	Progression	Tolerance
Control	Excitement	Independence	Modesty	Purpose	Variety
Courage	Focus	Indulgence	Newness	Rationality	Vision
Creativity	Freedom	Influence	Obedience	Reciprocity	Wealth
Curiosity	Friendship	Intelligence	Openness	Respect for others	Wisdom
SPACE BELOW FOR YOUR OWN WORDS					

Sixty-second value definition challenge

Value 1. _____ I define this as _____

Value 2 _____ I define this as _____

Value 3. _____ I define this as _____

Future Possibilities

Take Ownership

Discover Opportunity

Finding a Good Fit

1. Curiosity 2. Feedback 3. Grit



Squiggly
careers are
fluid, not
fixed

POSSIBILITY

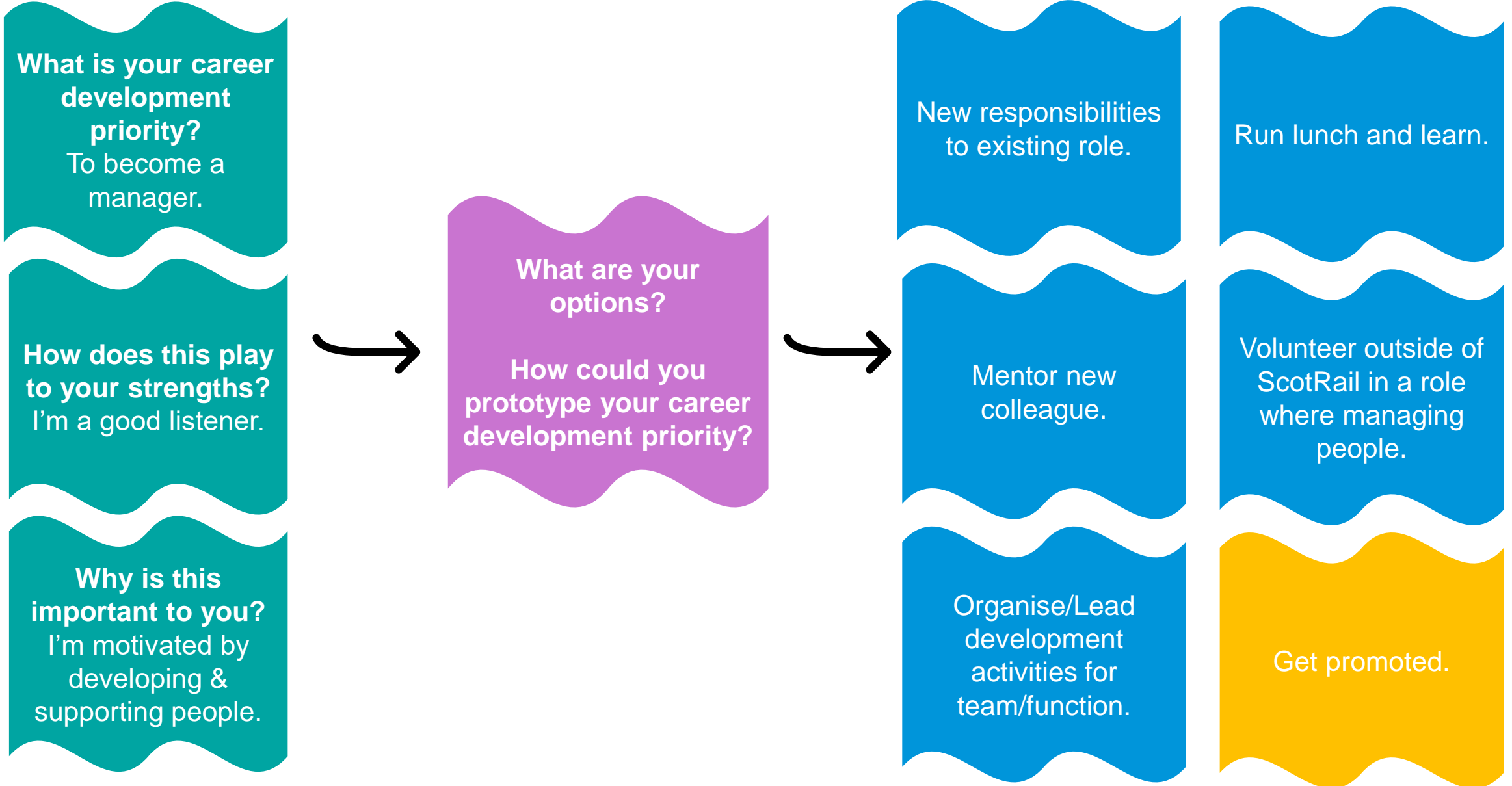
For example

- to become a HRBP
- to become a project manager
- to work a four day week

WHAT DO I NEED
TO KNOW?

WHO CAN HELP
ME?

Prototyping: Becoming a manager





Career conversations

Colleague

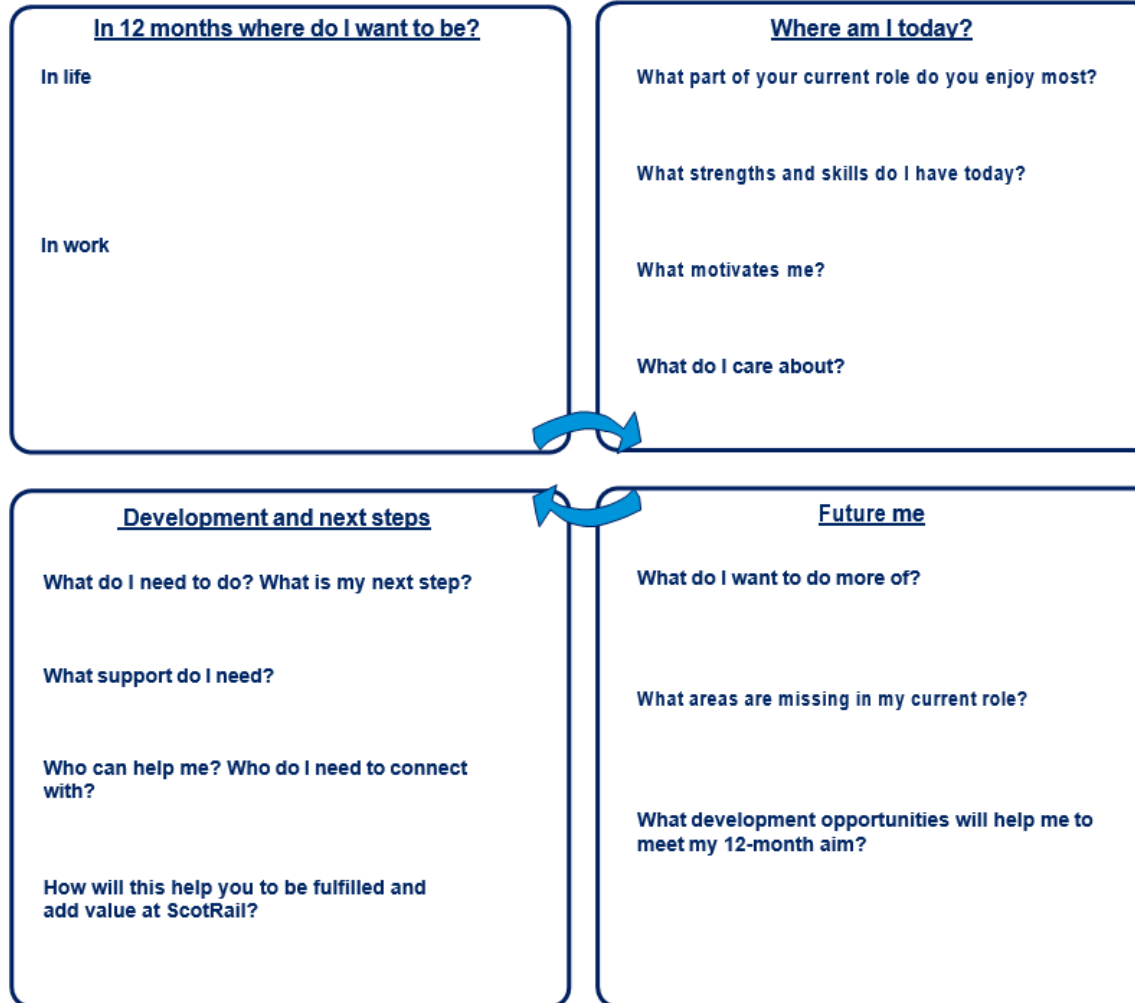
Key points

When having a career conversation, it's important to do the thinking before the session.

Remember, there's no right or wrong answer when it comes to your personal intent/aspirations – it's important that you own your career.

Your manager's role is to listen and coach you to explore possibilities and on how you could achieve your aspirations, not to solve or tell you how to get there.

When you have the conversation, you can share as much or as little as you want on the life part. However, thinking about what you really want in life, can really help identify what you want in work.



“The secret of getting ahead is getting started.”
Mark Twain



Preparation

- Reflect on your strengths, values and career development possibilities.
- Consider what support you need and from whom
- Use the tools provided in this pack, and the 'Career Conversation – Colleague Guide', to support your thinking.

Career conversation

- Arrange a 'Career Conversation' with your manager to discuss your career development – **by 31st August, 2022**.
- Colleagues can expect at two dedicated career coaching conversations with their manager per year focused on your career development. These can be book in '[My Role](#)'
- Also grasp the opportunity to have more continuous informal conversations on progress and as possibilities emerge.

Documentation

- Use '[My Role](#)' to record personal development objectives that support your career development goals and performance.



YOUR SUPER STRENGTHS

The things that energise you and that you want to be known for

1. Ask a friend, family member and colleague for three words that describe you at your best.
2. Use Strengths Questionnaire/ word list to identify natural strengths.
3. Identify your learnt strengths.
4. Differentiating your super strengths – what do you want to be known for.

YOUR VALUES

The things that make you, and matter most in your work and life

1. Reflect on your career 'must haves' and 'must nots'.
2. How to use "What's important to me about..." questions to uncover your values.
3. Use a values lists to identify key values.
4. 60 second challenge – to define your top three values.

YOUR FUTURE POSSIBILITIES

The ability to explore possibilities and define your own version of success

1. Identify, explore and test possibilities:
 - a. What do I need to know?
 - b. Who can help me?
2. Ask yourself
 - a. Why does this matter to me?
 - b. How does it play to my super strengths?
3. Prototype – test possibilities and gain experience.

YOUR CAREER CONVERSATIONS

Opportunities to discuss with your manager - what you are great at; what matters to you most; and explore possibilities.

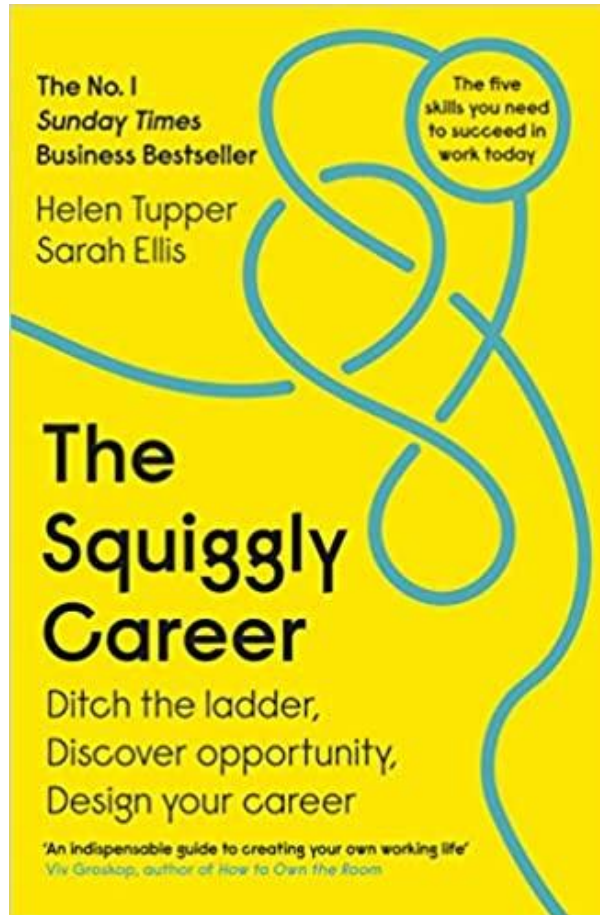
1. Share with your manager your personal career intent over the next 12 months.
2. Explore your strengths and values.
3. Consider and test possibilities.
4. Establish development priorities and support needed.



Resources

my learning hub





Amazing if Toolkit

Links to lots of resources on the 5 core career skills (podcasts; videos; tip sheets)

Free Strengths Questionnaires

To help you identify and understand your strengths – require registration

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- [Via Character Strengths](#)

Examples of natural talents

Achievement – you are always seeking the next thing to do and complete.	Command – you take charge of people and projects	Discipline - you create order and stick to your plans
Activation – you make things happen.	Communication – you enjoy sharing ideas and thoughts with others	Efficiency - you use your time effectively
Adaptability – you are quick to respond to new information and situations.	Competition – you are always looking at how you can be the best	Engagement – you attract people to you
Analytical – you question things to get a complete view.	Connection – you naturally build relationships with others.	Empathy – you are in tune with the people around you
Attentive - you spot the small things.	Context – you are able to see the bigger picture	Excellence – you drive to make things the best they can be
Belief – you have an inner sense of purpose that guides you.	Creativity – you create new things and ideas	Focus – you can shut out distractions to achieve your goals
Charm – you are able to woo others.	Development – you bring out the best in people in the work you do.	Inclusiveness – you make sure people don't feel left out

Examples of natural talents

Intelligence – you have always been bright and smart	Resilience – you are able to bounce back
Learning – you are naturally curious and love to learn	Responsibility – you are the person people rely on
Listening – you give people your full attention	Self-awareness – you have strong insight into who you are and how you show up
Numeracy – you are a natural with numbers	Strategic – you connect a future aim with the actions needed to get there
Organising – you create order and bring things together	Supportive – you are always there for people
Positivity – you bring positive energy to any situation	Questioning – you dig deeper to understand people better.
Problem-solving – you can see your way around challenges	