



CAREER AUDIT PROGRAM

A four-session program designed to guide employees to design a career action plan for themselves. Fully modular program with accompanying manual assessment materials and career action plan.

BENEFITS OF THE PROGRAM

- Increased clarity for the employee on their best career options
- A strong career action plan to present to the employer
- Improved ability to make decisions based on solid data
- Utilisation of the concept of career self reliance

Initial explanation of the program and expected outcomes

Self Assessment Exercises

- Myers Briggs Personality Profile
- Career Skills
- Career and Personal Values
- Job Motivators
- Occupational Interests

Exploration and Evaluation

- Assess information and research options

Decision Criteria

- Construct the criteria needed to move forward

Construct Career Action Plan

- Write a 3-page career action plan summarising self-assessment information, goals and objective setting, and performance improvement areas. This includes preparing training needs, selfdevelopment and job enrichment plans.

