



PERSONAL CAREER MANAGEMENT

CRAFT YOUR PLAN ON A PAGE



Develop your understanding around what counts in managing your career from a strategic perspective, how to exercise influence and why you need self-awareness and clarity around your career narrative.

Support yourself to dig deep and align your passion and purpose with your career plan.

Thrive at work and in life — regardless of what the future holds.

2023 Program Dates

Session 1 Tuesday 4 April | 12noon - 1:30pm AEST *via ZOOM*

Session 2 Thursday 27 April | 9:00am - 5:30pm AEST *in Melbourne & livestream*

Cohort Dinner Thursday 27 April | 6:00pm - 9:00pm *in Melbourne*

Session 3 Friday 28 April | 9:00 am - 1:00pm AEST *in Melbourne & livestream*

Session 4 Thursday 11 May | Individual participant presentations *via ZOOM*

Session 5 Thursday 18 May | 12noon - 1:30pm AEST *via ZOOM*

It is advisable that you attend all sessions, but every session is recorded, and you can catch up if you miss one. Melbourne sessions will be held at offices of McGrathNicol, Level 6/171 Collins St, Melbourne - and will also be LIVE STREAMED

Program Outline

The PCM program contains nine modules run over the five sessions. It offers:

- A minimum of 16 hours of face-to-face and virtual learning with our expert and qualified presenters
- A one-hour personal mentoring session
- Program dinner at Melbourne inner city venue
- Guest speakers and panellists.
- 24-hour access to additional resources, tools and templates via our online learning platform.

Session Number	Delivery Platform / Time	Session Title	Overview / Learning Outcomes	Lead Presenters
Session 1	ZOOM 90 minutes	Module 1: Introduction & Orientation to the Key Elements of Career Management	<ul style="list-style-type: none"> Meet the cohort; introduce the program; participant expectations; goals related to the program and deliverables Orientation to the concept of personal career management and the 'Plan on a Page' exercise which flows through the program. <i>Reading will be assigned as preparation for Session 2.</i>	Claire Braund Sheena Wilson
Session 2	Face to Face 9:00am – 5:30pm	Welcome 9:00m – 9:15am	Arrive at 8:45am for a morning coffee or tea and brief networking. Welcome to the face-to-face day; presenter introductions and program outline.	Angela Bowen Claire Braund
		Module 2 9:15am – 10:45am Building out your plan on a page	<ul style="list-style-type: none"> Develop understanding around what counts in managing your career from a strategic perspective, how to exercise influence and why you need self-awareness and clarity around your: - <ul style="list-style-type: none"> Career narrative Ambitions & goals Strengths Purpose & values Influence & impact Specialist skills & industry knowledge Transferable skills Work preferences 	
		10:45am – 11:15am	Morning Tea	
		Module 3 11:15am – 1:00pm Building out your plan on a page	Working through Your 'Plan on a Page' via a series of worksheets and exercises	Sheena Wilson Claire Braund
		1:00am – 1:45pm	Lunch	

Session Number	Delivery Platform / Time	Session Title	Overview / Learning Outcomes	Lead Presenters
		Module 4 1:45pm – 3:30pm Harnessing the power of connected communication	<ul style="list-style-type: none"> Understanding the role of influence, connection and presentation skills in your career strategy. Recognising presentation behaviours that limit your influence. Developing your presence and increasing your confidence in your ability as a presenter. Using storytelling strategically to increase rapport and connection. Valuable communication techniques that can be applied immediately. The ability to use your presentations to influence key stakeholders 	Mariette Rups Donnelly
		3:30pm – 4:00pm	Afternoon Tea	
		Module 5 4:00pm – 5:15pm Building your overall career narrative.	<ul style="list-style-type: none"> Small group work to support building your career narrative 	Sheena Wilson Claire Braund
		5:00pm – 5:30pm	Feedback, Reflection & Close of Day One	Claire Braund
		6:00pm – 9:00pm	Networking Drinks and Dinner at local venue	Angela Bowen
Session 3	Face to Face 9:00am – 1:00pm	Module 6 9:00am – 10:30am Taking a strategic approach to career management	<ul style="list-style-type: none"> Discussion: Taking a strategic approach to personal career management. <ul style="list-style-type: none"> How to think and act strategically Career planning and execution – being thoughtful about both elements of personal career management and awareness of need for regular refresh Who can help us? A look at the role that sponsors, mentors, coaches, line managers, board members and others whose advise we can leverage. How do we continue to move forward? 	Gillian McFee & Sheena Wilson

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		10:30am – 11:00am	Morning Tea	
		Module 7 11:30am – 1:00pm	<p>Program exercise: In small groups prepare a one-minute ‘best I can do’ presentation that reflects back on some aspect of your personal story. Present to the whole group and receive feedback.</p> <ul style="list-style-type: none"> Conclude with "Red Cloak" <p><i>Homework</i></p>	Mariette Rups-Donnelly
Session 4	ZOOM All day	Module 8 Nailing your presentation skills	<ul style="list-style-type: none"> Deliver a 2-3 minute presentation, demonstrating learning from Module 3 and centred around your ‘Plan on a Page Present to a panel in paired 20-minute sessions and receive immediate live feedback, which is recorded and available for you to review later. 	Mariette Rups-Donnelly & Claire Braund
Session 5	ZOOM 90 minutes	Module 9 Bringing it all together	<ul style="list-style-type: none"> Reflect on your presentation / feedback and write down two things that went really well and two things you could have done differently. Reflect on other learnings / outcomes from the program and commitments to action <p>Final questions on your ‘Plan on a Page’ before you submit it for review</p>	Claire Braund Sheena Wilson