



Do you want to build your own career scaffold, not climb one built by someone else?

Curate your career using a portfolio approach?

Craft your own plan on a page?

Our Personal Career Management program will support you to dig deep and align your purpose and values with your career goals, understand what counts in managing your career from a strategic perspective and build self-awareness and clarity around your career narrative.

The program offers:

- A minimum of 18 hours of face-to-face and virtual learning with our expert and qualified presenters
- A one-hour personal 1:1 mentoring session
- Program dinner at a Sydney inner city venue
- Guest speaker
- 24-hour access to additional resources, tools and templates via our online learning platform.

Personal Career Management is offered as a hybrid program with two days face-to-face and three virtual sessions on the dates below.

Session 1 Virtual	Friday 19 April, 12noon - 1:30pm AEST
Session 2 Sydney	Thursday 2 May, 9:00am - 5:30pm AEST
Cohort Dinner Sydney	Thursday 2 May, 6:00pm - 9:00pm
Session 3 Sydney	Friday 3 May, 9:00 am - 4:00pm AEST
Session 4 Virtual	Friday 17 May, Individual participant presentations
Session 5 Virtual	Friday 24 May, 12noon - 1:30pm AEST

It is strongly advised that you attend all sessions, in particular the F2F sessions. All virtual sessions are recorded and you can catch up if you miss one. Face to face sessions will be held at the offices of McGrathNicol, Level 12, 44 Martin Place, Sydney

Program Outline

Session / Date Delivery Platform	Time / Duration	Module / Overview	Lead Presenters
Session 1: 19 April Via ZOOM	12:00noon 90 mins	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. Share mentor allocations. <p><i>Reading will be assigned as preparation for Session 2.</i></p>	Claire Braund Sheena Wilson
Session 2: 2 May Face-2-Face	9:00am 30 mins	Arrival & Welcome <ul style="list-style-type: none"> 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. Introduction exercise 	Angela Bowen Claire Braund
	9:30am 75 mins	Module 2: Understanding the 'Plan on a Page' – An Overview <ul style="list-style-type: none"> Overview of 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 	Sheena Wilson Claire Braund

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	10:45am <i>15 mins</i>	Morning Tea	
	11:00am <i>90 mins</i>	Module 3: Building out your 'Plan on a Page' <ul style="list-style-type: none"> Working through Your 'Plan on a Page' via a series of worksheets and exercises 	Sheena Wilson Claire Braund
	12:30pm <i>45 mins</i>	Lunch	
	1:15pm <i>120 mins</i>	Module 3: Building out your 'Plan on a Page' cont. <ul style="list-style-type: none"> Working through Your 'Plan on a Page' via a series of worksheets and exercises Linking your Plan on a Page to thinking and acting strategically (30 mins) 	
	3:15pm	Afternoon Tea	
	3:30pm <i>120 mins</i>	Module 4: 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
	5:30pm	Close	Claire Braund
	6:00pm – 9:00pm	<ul style="list-style-type: none"> Networking Drinks & Dinner 	Angela Bowen

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Session 3: 3 May Face-2-Face	9:00am 30 mins	Reflection on Session 2 Two things I learned / or reaffirmed about myself yesterday	Claire Braund
	10:00am	Module 5: Hear from Another Guest Speaker	
	11:00am 30 mins	Morning Tea	
	11:30am 75 mins	Module 6: Best I Can Do <ul style="list-style-type: none"> Program exercise: In small groups prepare a one-minute 'best I can do' presentation that reflects back on some aspect of your personal story. Be ready to present to the whole group and receive feedback. 	Mariette Rups-Donnelly
	12:45pm	Lunch	
	1:30pm 90 minutes	Module 6: Best I Can Do Individual presentations	
	3:00pm	Afternoon Tea	
	3:15pm	Wrap up	
	4:00pm	Close	
Session 4: 17 May Via ZOOM	10:00am	Module 7: Nailing your presentation skills <ul style="list-style-type: none"> Deliver a 2-3 minute presentation, demonstrating learning from Module 4 and centred around your 'Plan on a Page'. 	Mariette Rups-Donnelly & Claire Braund

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	5 hrs (20 min sessions)	<ul style="list-style-type: none"> Present to a panel in paired 20-minute sessions and receive immediate live feedback, which is recorded and available for you to review later. 	
Session 5: 24 May Via ZOOM	12:00noon 90 mins	Module 8: 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 Final questions on your 'Plan on a Page' before you submit it for review 	Claire Braund Sheena Wilson
Mentoring 6 May – 16 May		<ul style="list-style-type: none"> 60-minute individual sessions, via Zoom 	