

# CAREER PLANNING

*a strategic approach*

**Olubunmi F Apampa**

[www.MyBusinessCoach.biz](http://www.MyBusinessCoach.biz)



# CAREER PLANNING

- Objective
- What is Career Planning & Why plan
- Defining the path
- Ingredients
- After the Choice
- No news yet ....
- Others
- Resources



# *Objective*

Career planning is a lifelong process, which includes choosing an occupation, getting a job, growing in our job, possibly changing careers, and eventually retiring

- Lay the right foundation
- Make informed career choices
- Achieve excellence in your career



# *Reasons why I should plan*

- To maintain focus
- To attain fulfillment
- To get what befits you
- Long-term financial rewards



# Misconceptions

- God is not concerned about your vocation
- Money is everything
- Career is gender based
- Career and ministry cannot go together
- You can do everything and anything

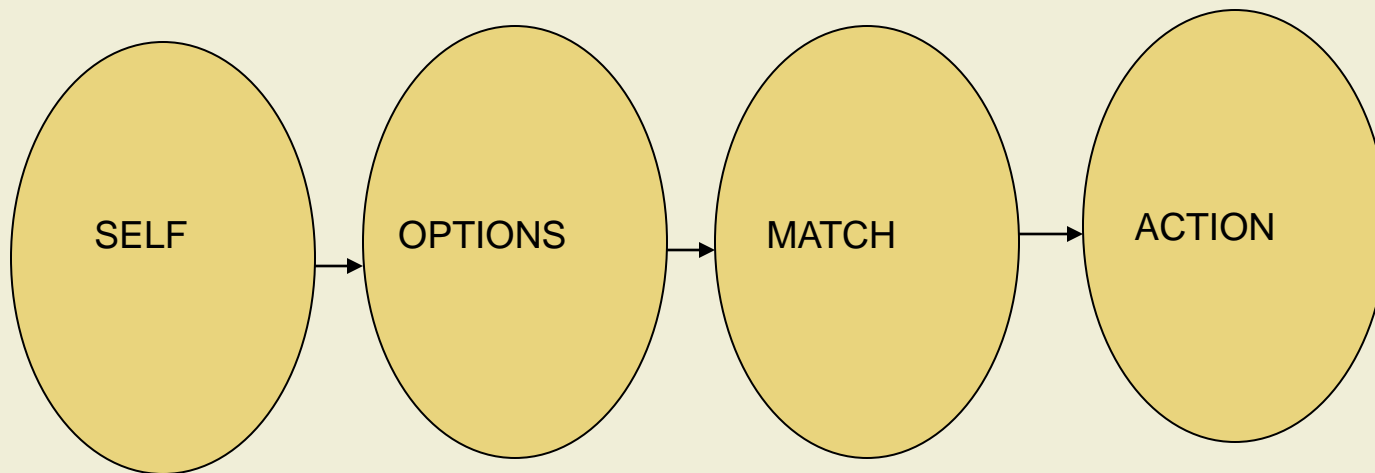


# Pillars

- 1 Thess 4 : 11
- 2 Thess 3 : 8-11
- Titus 3 :14
- Proverbs 30
- Jesus as Carpenter



# *Defining the path*



# *Defining the path*

- Have a mission statement
- Define yourself, strength, weakness, skills and special interests, inclinations, values, etc Ask self, family and friends
- Ask questions on career/vocations you are interested in
- Train for additional qualification to get the edge over others
- Aspire to be the best
- The role of your course or training

**NEVER FOLLOW THE MULTITUDE**





# *Ingredients - skills*

- People skills – listening, writing, leadership
- Writing skills
- Presentation skills
- Technical skills – problem solving, numerate, analytical, computer etc
- Right attitudes – The best attitudes lead to the highest altitudes
- Skills development
- Improve on vocabulary, disposition
- **Patience    patience    patience**



# Actions

- Create an impressive CV- print many original copies
- Identify companies peculiar to your discipline
- Look out for adverts in newspapers and online
- Make contacts & drop CVs in prospective companies & recruitment agencies
- Submit resumes online
- 80% of vacancies are not advertised – spread the word that you are looking for employment



# No News yet !!!

- Get involved in voluntary work in your field of interest
- Continue with your personal and professional development
- Attend entrepreneurship seminars and job fairs
- Read extensively
- Take up a vocational training
- Keep praying and never give up



# *Others*

- Entrepreneurship Online
- Develop special skills and abilities – painting, literary skills, sports
- Invest in part time vocation/hobbies – photography, hairdressing, catering
- Always seek opportunities to improve yourself
- Internet – browse, update yourself in new developments in your field
- Read books



# CAREER PLANNING

*10 Essential guidelines for  
Career Success*

**Olubunmi F Apampa**

[www.MyBusinessCoach.biz](http://www.MyBusinessCoach.biz)



# Guidelines

- Know What you want in terms of priorities
- Develop rejuvenating outside interests
- Take the time to plan
- Follow Pareto principle in planning
- Learn what is really important and evaluated by your superior



# Guidelines contd

- Utilize more fully the human potential in your group (delegation)
- Develop alliances within the organization
- Pick the new members in your group carefully
- Ask for an interim feedback report from your superior
- Watch out for the “Type A” trap - intense drive, aggressiveness, ambition, competitiveness while Type B is easy going, takes time to enjoy work & leisure, less competitive



# Preparing for Interview

**Olubunmi Apampa**

[www.MyBusinessCoach.biz](http://www.MyBusinessCoach.biz)





# AGENDA

- Objectives
  - Purpose of an interview
  - Types of interview
  - The cover letter
  - The resume
  - Preparing for the interview
  - Pit falls
  - Sample questions
  - After the interview



# Preparing for interview

## Objectives

- know the basics of interviews
- Understand the psychology of interviewers
- Write result oriented resumes
- Stand out amongst the multitude
- Get that dream job

‘Those who fail to prepare, prepare to fail’



# Purpose of an interview

Assess your suitability for the vacant position in terms of:

- skills
- Competence
- Genuine interest in the company/Job
- Attitude

Assess if the organization is good enough for you and if the job would complement your goals and aspirations.



# Types of interviews

- Screening interview
- One on One interview
- Stress interview
- Lunch interview
- Committee interview
- Group interview
- Serial interview



# Screening interview

This is the initial stage of a recruitment process to ascertain our basic qualifications and skills.

At this stage, there are usually so many people to be screened

**Don't say too much, be precise and sharp so you don't shoot yourself in the foot.**



# Stress interview

- A deliberate attempt to unnerve you and make you feel uncomfortable
- Maintain your peace and don't take anything personal
- Ask for clarifications if you need it, never rush through an answer



# Committee interview

- You are facing more than one interviewer
- Interviewers are from different departments and they jointly determine your fate.
- When answering questions-Maintain focus on the one who asked the question but also try to carry others along.



# One on One interview

The interviewer is content with your skills and qualification and would like to know how your skills can benefit the organization

This is also an opportunity to establish a rapport with your interviewer but don't take it too far.





# Lunch interview

- Designed to watch your comportment under informal settings
- Let your interviewer take the lead in choosing food and wine
- Display decorum and decency, don't get carried away



# Group interview

- This is designed to uncover your leadership skills and how you manage teams
- The goal is to see how you interact with others and how you use your knowledge and reasoning power to win others



# Serial Interview

- Not as deadly as it sounds
- You are passed from one interviewer to the other
- Quite exhaustive-maintain your cool
- Try to grab a glass of water/freshen up between interviews



# The Cover Letter

- Write a unique letter for each employer
- Explain why you are writing and how you learned of the position
- Express your enthusiasm for the position
- Highlight your relevant skills and experience
- Align your strengths with the advertised requirement



# The Cover Letter

- Your first impression-icing on cake
- Opportunity to explain things that are unclear in your resume
- It should complement and not duplicate your resume
- Mind your grammar and spelling
- Your contact address is very important especially your email and telephone number – ( if possible use your name in your email address not something exotic )



# Resume - CV

The resume is a legal document, which advertises your potentials and displays you as an asset Make the best use of it.

- Arrangement of details
- Grammar accuracy
- Quality of stationery
- Font and colour
- Aesthetics



# Resume

- Avoid useless information
- Resist the temptation to lie
- Never shoot yourself in the foot
- Highlight strong points e.g. GPA of 4.8 or second class upper
- Avoid writing 3<sup>rd</sup> class or pass, if you have one
- State your skills and accomplishments boldly

Make use of action words like: obtained, designed, implemented, coordinated etc

# Preparation for the Interview

- Always take a copy of your resume and other credentials
- Find out the venue and how to get there, if possible, visit ahead of time
- Plan to arrive earlier than scheduled
- Spend time to observe the employees and be at alert





# During the interview

- Make sensible attempts at difficult questions
- Maintain the right attitude
- Mind your language
- Place emphasis on being a team player yet proactive
- Don't overuse the word 'I'
- Let your phone be silent



# Preparing for the Interview

- Research and Ask relevant questions about the company's product and services
- Who's who
- The core values, goals and mission
- Review the job description for the position
- Talk with a smart employee of the company
- Practice in front of a mirror
- Sleep well: Refresh your brain



# During the interview

- Be confident and calm, not arrogant
- Maintain eye contact with your interviewer(s)
- Speak in moderate tones
- Be conscious of your body language
- Never get defensive or argumentative
- Answer questions precisely, not abruptly
- Display that you are willing to learn and take corrections but don't appear as a dunce



# Key points

- You are a gifted commodity - Market yourself
- Place emphasis on definite career goals
- Be assertive not aggressive
- The interviewer is looking for reasons to take you or reject you-play around it.
- Ask relevant questions about the job, you need to know what you'd be spending your time on.



# Sample Questions

- Why do you want work with us
- What are your greatest strengths and weaknesses?
- Where do you want to be in the next five years?
- What is your ideal job why?



# Pitfalls

- Religious issues
- Emotional appeal
- Seductive appeal
- Salary negotiations
- Refusal to travel or relocate
- Condemn or tell stories about your past employer
- Arrogance
- Getting too personal or comfortable



# After the interview

- Express gratitude
- Consistent follow up, don't display desperation
- If unsuccessful, you haven't failed. Try somewhere else
- Keep praying and making contacts



# Let Us Keep in touch

## Website

[www.MamaSentme.com](http://www.MamaSentme.com)

[www.MyBusinessCoach.biz](http://www.MyBusinessCoach.biz)

## Email

[MyBusinessCoach@live.com](mailto:MyBusinessCoach@live.com)

## Face book

[www.facebook.com/MyBusinessCoach](http://www.facebook.com/MyBusinessCoach)

## Twitter

[www.twitter.com/bapampa](http://www.twitter.com/bapampa)

[www.MyBusinessCoach.biz](http://www.MyBusinessCoach.biz)





# Recommended Sites

## Free eCourses

Home Business -

**[www.HomeBusinessCoach.biz](http://www.HomeBusinessCoach.biz)**

eBay – **[www.BecomePowerseller.co.uk](http://www.BecomePowerseller.co.uk)**

Internet Business –

**[www.StartMyOwnInternetBusiness.biz](http://www.StartMyOwnInternetBusiness.biz)**

Public Speaking –

**[www.becomeAMotivationalSpeaker.co.uk](http://www.becomeAMotivationalSpeaker.co.uk)**

Retirement –

**[www.RetireRichRetireHappy.co.uk](http://www.RetireRichRetireHappy.co.uk)**

Network marketing –

**[www.TheBusinessforMe.eu](http://www.TheBusinessforMe.eu)**

## OTHER SITES

**[www.RichRetirementPlanning.com](http://www.RichRetirementPlanning.com)**

**[www.DietAndLoseWeightsite.com](http://www.DietAndLoseWeightsite.com)**

**[www.SelfImprovementAcademy.net](http://www.SelfImprovementAcademy.net)**

**[www.MyInternetBusinessMentor.com](http://www.MyInternetBusinessMentor.com)**

**[www.SimpleRealEstateCourse.com](http://www.SimpleRealEstateCourse.com)**

## Recommended Training / Coaching

Retirement Business Coaching

**[www.RetirementBusinessMentor.com](http://www.RetirementBusinessMentor.com)**

Become An Expert in a Niche & Conquer it

**[www.TheExpertInMe.com](http://www.TheExpertInMe.com)**

Home Business Coaching

**[www.HomeBusinessMentor.biz](http://www.HomeBusinessMentor.biz)**

Internet business Mentoring

**[www.InternetBusinessMentor.co.uk](http://www.InternetBusinessMentor.co.uk)**

make Money while Learning how to build multiple business's on the internet

**[www.MakeMoneyWhileLearning.com](http://www.MakeMoneyWhileLearning.com)**

Create monthly Lifetime Income

**[www.MonthlyLifetimeIncome.com](http://www.MonthlyLifetimeIncome.com)**

How To Invest & Trade on stock & markets

**[www.SimpleStockMarketCourse.com](http://www.SimpleStockMarketCourse.com)**

**[www.SimpleForexTradingCourse.com](http://www.SimpleForexTradingCourse.com)**