

TIPS & TRICKS

7 CAREER BOOTCAMP TIPS TO RECHARGE YOUR CAREER!

by Veronica Tedman

Is your new year's resolution done and dusted, but you know something is still missing? Are you feeling like you need to reboot your mindset and activate your motivation, but you're unsure where to start? Struggling with which direction to take with your career? Maybe you love what you do, but feel like your career has stalled? If you answered yes to any of these questions, it may be time to supercharge your purpose, identify your strengths, work on your weaknesses, and plan your next steps!

Here are our 7 career bootcamp tips to give your career a BOOST in the direction of your goals:

1. Self-reflect

Grab a sheet of paper or cardboard and a pen or use your computer to write down the answers to the hard questions we often put off: Am I happy in my job? Where do I see myself heading in my career? Where do I see myself working in 2 to 5 years? Do I wish to pursue any further training either in my current field to expand my options or a new one entirely?

Give yourself **TIME** and a quiet space to complete this task. Be brutally honest with yourself and if in doubt speak with a friend. They may be able to help you organise your thoughts and identify what you're feeling, what you want to do, and future steps you could take.

2. Goals

You now know where you're at in your career and where you want to go, so the next step is to create a clear path for how to get there. Set yourself an ultimate goal (e.g. change career paths to x), identify progressive goals to steer you in its direction, and mark clear targets with timeframes that will ensure you take all the necessary actions to get you to where you want to be in your career.

3. Networking

Because our friends, loved ones, and partners know us so well, they often understand what will and won't suit us. Ask their advice about how they see you in the new role you're considering. They may feel it will be a great fit, while noting potential challenges for you, for example.

College Australia educators have demonstrated years of industry experience and up-to-date knowledge about their areas of expertise, so once enrolled in one of our qualifications, don't hesitate to pick their brains too! Or, if you're looking to enrol in a qualification but are unsure of which one to choose, call one of our friendly team members who can help you to enrol in the best possible course based on your interests, goals, and desired career pathway <https://collegeaustralia.edu.au/contact/>.

And don't forget social media! You may find the golden nugget of information you've been seeking or the latest trends and hot topics in your area of interest on LinkedIn and Facebook groups, so expand your networking circles.

4. Research and dig deep

Use a "mind map" to help you visualise where you are, where you want to go, what you want to achieve, and how it will make you feel when you reach your career goal. You can create your own mind map in Canva, for example: <https://www.canva.com/graphs/mind-maps/>. Have fun!

5. Update skills and knowledge

Do you have lots of experience in your industry but are lacking in some up-to-date knowledge? More and more employers in today's dynamic business world seek applicants who not only have the demonstrated experience in the job BUT also have the educational qualifications and EI (emotional intelligence) to take their skills to a higher level. Rounding out your skills in this way places you in an enviable position in a competitive workforce environment.

You can do your own "training skills analysis" to help you identify the skills needed for your dream job, your current skills, any gap between these, and actions to take to close it.

Taking the following steps makes the process of upskilling much easier:

- 1 Find a job you wish to apply for (i.e. your “dream” job).
- 2 Review the selection criteria for the job, and based on this, create a table with four headings: Skills required for the position, Skills I have, Skills gap, Follow up/solution.
- 3 Fill in the columns.
- 4 Use a highlighter pen to identify in the Follow up/solution column how you plan to close your skills gap to meet the required criteria. This may mean doing voluntary work, further study, or in-house training.

Here is an example:

Skills required for position	Skills I have	Skills gap	Follow up/solution
Experience with Xero software	5+ years of experience with MYOB, Cashflow Manager software.	No knowledge of Xero software.	Find a free trial of Xero you can use to upskill or sign up for the online software for ongoing access and training.
Demonstrated knowledge and application of emotional intelligence as a leader.	10 years of customer service in front of house, including exceptional customer service relations, responding to inquiries and addressing problems in time sensitive situations.	Limited emotional intelligence application in a co-worker/team setting as a leader.	Learn all I can about emotional intelligence: enrol in a course/workshop that specifically teaches emotional intelligence for leaders. Discuss with my supervisor if there are opportunities for in-house training on EI or a workplace leader who can mentor me.

6. Don't procrastinate: make that decision

If your decision is about getting that job you **REALLY** want, then do what you need to do to move forward. If you need to enrol in a course to increase your skills and knowledge to meet the requirements of the job, then **GO FOR IT!** You have nothing to lose but everything to gain when you start taking steps to reach your goal.

7. Review, reflect, and self-check

It's easy to become side-tracked when you're on a journey of change. You can support yourself by taking time to regularly review, reflect, and check-in about the progress you're making and how you're feeling about it.

At strategic points along your journey, ask yourself: am I on track? Have I enrolled in that course yet? If not, what's stopping me, and how can I overcome any obstacles? To stay focused, write down your personal KPIs (key performance indicators), which include the steps you'll take to achieve each of the goals you've identified in the follow up/solution column in step 5 (e.g. be mentored in EI) and their associated timelines (e.g. undertake the mentorship over the next 6 weeks).

These smaller goals will be what you need to do to achieve your overall goal (e.g. get that dream job). Ensure the goals for improving your skills are SMART (specific, measurable, achievable, realistic, and time-bound) as this will make them easier to achieve.



Changing jobs or career paths can be an overwhelming process, but by taking these 7 steps, you'll find the journey a more streamlined (and successful!) one. Importantly, remember to give yourself positive reinforcement every time you achieve one of your goals. And when you've learnt your new skills and landed your dream job, don't forget to celebrate your achievements with friends and loved ones.

