

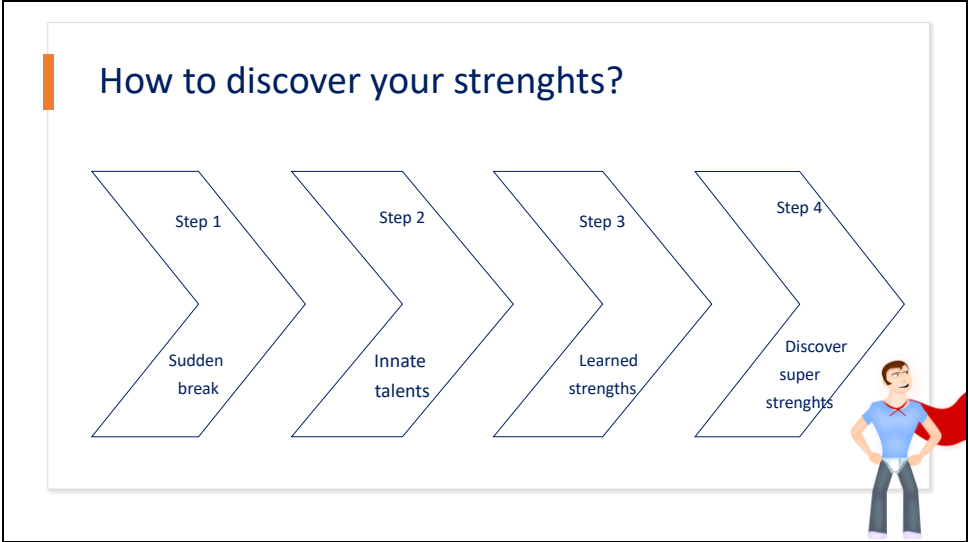


How to Professionally Plan Your Career
Discover and develop your full professional potential

 **UNIWERSYTET
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ALLIANCE**

 **NAWA**
NARODOWA AGENCJA WYMIANY KADROWEJ



step 1 – sudden break

List 20 things that you excel at (you can also include things unrelated to work).

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.

step 1 – sudden break

Write your 3 weaknesses

WEAKNESS	→	CHANGE FOR A STRENGTH
Reluctance towards presentations	→	attentive listener
Lack of analytical thinking	→	storytelling
Poor work organisation	→	flexibility

Step 2 – innate talents

How would you describe me using three terms?"

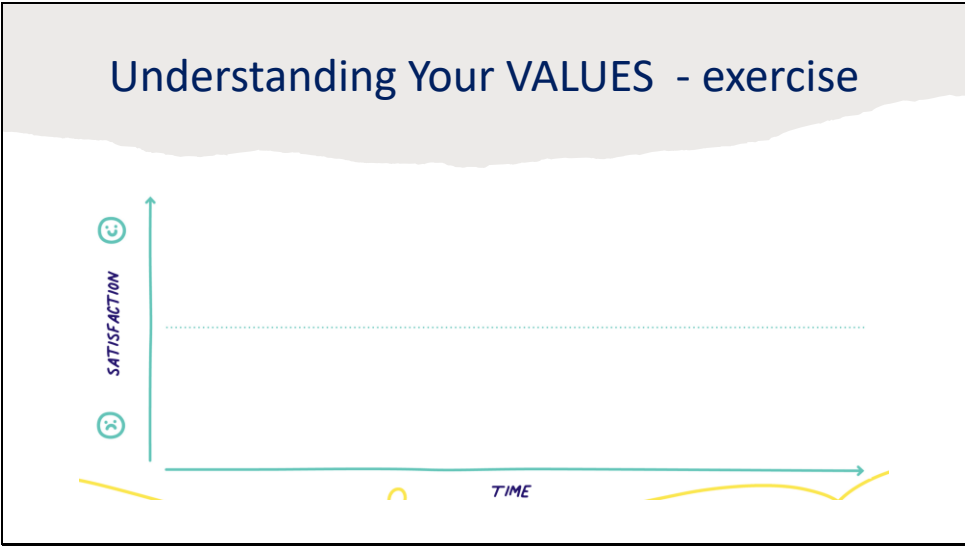
Acquaintance	Family member	Co-worker
1.	1.	1.
2.	2.	2.
3.	3.	3.

step 4 – discover your super strenghts



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	Success	Frequency	Openness	Happiness	Total score / 40
Strengths	On a scale of 1 to 10, how successful have you been using this strength?	On a scale of 1 to 10, how often do you use this strength?	On a scale of 1 to 10, how visible is this strength to other people?	On a scale of 1 to 10, how happy do you feel when using this strength?	
1.					
2.					
3.					
4.					
5.					
6.					



Understanding Your VALUES - Observation

What is important to me in...

People

Work

Organization

environment

Achievement	Excellence	Kindness	Progression
Appreciation	Excitement	Knowledge	Purpose
Authority	Focus	Learning	Rationality
Belonging	Freedom	Logic	Reciprocity
Capability	Friendship	Loyalty	Respect for others
Challenge	Fun	Meaning	Responsibility
Choice	Growth	Mindfulness	Routine
Control	Harmony	Modesty	Safety
Courage	Health	Newness	Self-respect
Creativity	Helpfulness	Obedience	Spirituality
Curiosity	Honesty	Openness	Stability
Determination	Honour	Order	Success
Discipline	Inclusion	Partnership	Tolerance
Diversity	Independence	Passion	Variety
Efficiency	Indulgence	Peace	Vision
Energy	Influence	Politeness	Wealth
Enthusiasm	Intelligence	Power	Wisdom
SPACES BELOW FOR YOUR OWN WORDS			

Understanding Your VALUES – Setting Priorities

I.p.	Values	Priority
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Understanding Your VALUES – Setting Priorities

What is more important ...?									
Word 1	Word 2	Word 3	Word 4	Word 5	Word 6	Word 7	Word 8	Word 9	Word 10
1 or 2									
1 or 3	2 or 3								
1 or 4	2 or 4	3 or 4							
1 or 5	2 or 5	3 or 5	4 or 5						
1 or 6	2 or 6	3 or 6	4 or 6	5 or 6					
1 or 7	2 or 7	3 or 7	4 or 7	5 or 7	6 or 7				
1 or 8	2 or 8	3 or 8	4 or 8	5 or 8	6 or 8	7 or 8			
1 or 9	2 or 9	3 or 9	4 or 9	5 or 9	6 or 9	7 or 9	8 or 9		
1 or 10	2 or 10	3 or 10	4 or 10	5 or 10	6 or 10	7 or 10	8 or 10	9 or 10	



Exercise



I want people to say, _____

Steps:

1. _____
2. _____
3. _____

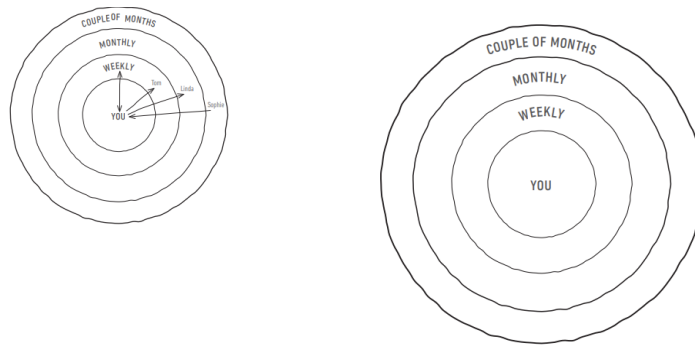
Example: I want people to say that I excel at interpreting data.

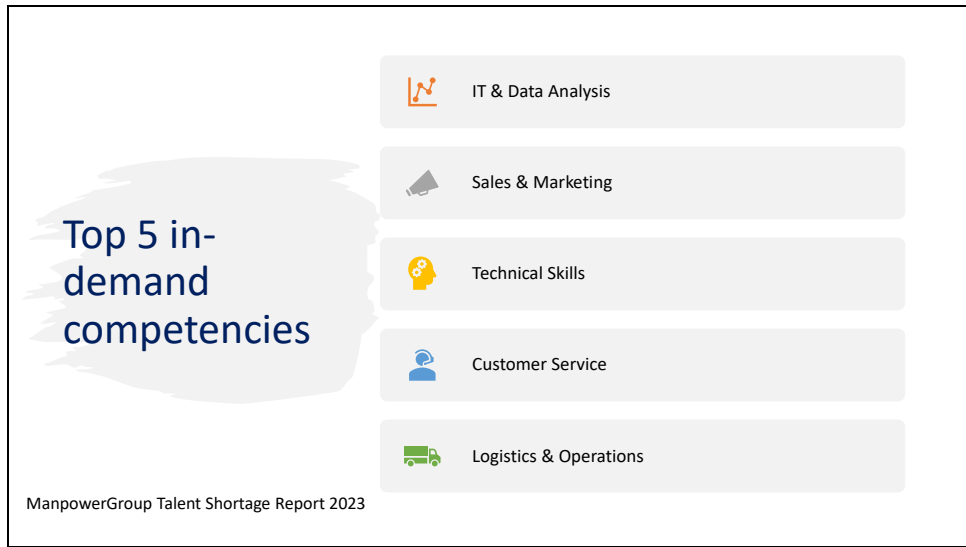
I can prepare a presentation about my work on reports.

I can write a guide and post it on LinkedIn.

I can offer other teams in the industry to share what I have achieved in our team

Evaluating and building your support system





Top 5 in-demand soft skills

- ADAPTATION AND STRESS RESILIENCE
- ANALYSIS AND CRITICAL THINKING
- ACTIVE LEARNING & INSIGHTFULNESS
- TEAMWORK
- PROBLEM-SOLVING SKILLS

ManpowerGroup Talent Shortage Report 2023

For 25 years, we have been supporting students, graduates, and doctoral candidates in developing their career paths. We operate a platform with job offers and provide career guidance. Additionally, we organize events related to the job market and conduct workshops.



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