

TIP SHEET: Career Planning

Get Started with Career Planning

Starting a new career or changing career direction can be a big task if you're not sure which direction you should be going. The best way to begin your career journey is to figure out what type of work you want to do and what skills you can bring to the table.

This tip sheet will give you some ideas to get you started as you explore your options.

Get To Know Yourself

The best place to start on your career planning journey is with yourself. Being aware of your own strengths and weaknesses is key to defining your career goals. Knowing what you bring to the table, and what you need to work on to get a specific job or enter a employment sector, is important.

Finding out which skills and training is needed for a job in an industry all starts by asking the right questions. The following list can help make finding a career a little easier:

- What are the main skills needed for this job?
- What types of jobs are available in this field?
- What are the working conditions and expectations?
- Will this career be in demand five years from now?
- What kind of training do you need?

For example, for a retail sales cashier, the main skills may be providing good customer services, handling money, math skills and the ability to operate a till and so forth.

Research

There are many ways to learn more about a job that you might be interested in.

Firsthand Knowledge:

Learn directly from someone working in that job or field. You might visit a workplace, job shadow an employee, or interview a person doing what you might like to do.

Entry-Level Jobs, Internships and Volunteering:



Taking an entry level job or participating in an internship can help you learn a lot about what a career might be like. When starting out, look for a company that promotes from within and explore the possibilities of laddering up within the organization.

Industry Associations:

Research industry associations to learn the latest trends and training needs, to make connections and more. Many industries have websites and social media pages where you can find informative articles and company employees you can connect with.

Career Fairs:

Attend job fairs to meet people from different industries all in one place. Speak directly with someone in the field and ask questions to learn more.

Online Research:

You can find out a lot by researching online: salary, working conditions, training options, qualifications, and education needs. Check out labour market information to see industry forecasts and growth.