

# PROFESSIONAL DEVELOPMENT PROGRAM

MACQUARIE UNIVERSITY – S2 2021

Online Workshop 1 - 4 August 2021



# PROFESSIONAL DEVELOPMENT PROGRAM

## FACILITATORS

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**Vicki George**  
Career and Employment Advisor



**Jen O'Donovan**  
Career and Employment Advisor

# PROFESSIONAL DEVELOPMENT PROGRAM



## ZOOM PROTOCOL

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1. **Mute Audio** – press space bar to unmute and ask a question

2. **Video Feed**

We may need to turn Video feed off if we are having technical issues

3. **Today's Session**

Combination of Screen Share, Polls, Questions, and breakout activities. There will be plenty of time so please wait until Facilitator opens up questions.

4. **Questions/Comments**

Live: Please unmute and introduce yourself before you start

Chat: Please wait until Chat is open – select 'Everyone' when asking questions

5. **Private questions**

There will be a short time set aside to answer these at the end

6. **Be respectful of all participants**

Do not talk over others

Please keep the chat relevant to what is being discussed

# PROFESSIONAL DEVELOPMENT PROGRAM



## PROGRAM OVERVIEW – SESSION 1

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- Housekeeping
- What to expect (Overview)
- Goals of the program
- Program dates and requirements
- Your workbook and how to use it
- The changing world of work
- What do employers want? – Employability Skills
- Developing your skills
- Developing Experience
- Career Planning / Career Decision Making / Career Action Plan
- Graduate programs

*OUR GOAL is to teach you lifelong career development skills*

# Poll

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## HOUSEKEEPING

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- Attendance – is compulsory / **evidence necessary** for any absence (e.g. medical cert for illness)
- If for any unforeseen reason you are going to be delayed, or not able to attend a workshop, notify us as soon as possible **prior** to that session.
- Your length of attendance at each workshop will automatically be recorded on Zoom.
- Evidence for absence should be submitted as soon as possible, and before the next workshop.
- For all emails, please be sure to **send to both Jen and Vicki**
- Confidentiality
- Respecting and listening to each other's opinions / letting each other talk
- Being focused while present
- Your input forms part of what others take away from these sessions. Ownership. Give as well as receive!
- Participate in interactive activities to the best of your ability – we are here to learn from each other

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## THREE THINGS IN COMMON....

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- Speak with each of the other participants in your group to find three (interesting) things you have in common.
- You will have the opportunity to report your findings back to the larger group.



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## GOALS OF THE PDP

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- Gaining a clearer understanding of yourself and what you want your career to look like
- Helping you understand the opportunities out there
- Clarifying career decisions
- How to stand out from the crowd and gain employment
- Making sure your job applications and interviewing techniques are working for you.
- Development of your employability skills
- Understanding a variety of job search strategies
- How to develop a life-long career
- What else? Your thoughts....



# Professional Development Program

## WHAT TO EXPECT



### Session 1

- The changing world of work
- What do employers want
- VIPS and building your skills
- Building experience and improving your skills
- Planning your career
- Grad programs



### Session 2

- Recap-Planning your career
- Informational Interviews
- Job Search
- Applications: Resumes & Cover letters



### Session 3

- Recap
- Interview Skills
- Phone interviews
- Video interviews
- Psychometrics & gamification



### Session 4

- Recap
- Assessment Centres
- LinkedIn
- Networking



### Session 5

- Recap
- Professional Branding
- Classroom to Boardroom
- Workplace Etiquette
- Compass Exercise
- Career action plan

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## IMPORTANT DATES

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**Online Workshop 1: Wednesday 4<sup>th</sup> August 12-2pm**

**Online Workshop 2: Wednesday 18<sup>th</sup> August 12-2pm**

**Online Workshop 3: Wednesday 1<sup>st</sup> September 12-2pm**

**Online Workshop 4: Wednesday 29<sup>th</sup> September 12-2pm**

**Online Workshop 5: Wednesday 6<sup>th</sup> October 12-2pm**

**All requirements must be completed by Monday 18<sup>th</sup> October**

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## PROGRAM REQUIREMENTS

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To receive your certificate and have the program recognised on your AHEGS, you need to:

Attend all **5** Professional Development Wednesday **workshops in full** (4<sup>th</sup> August, 18<sup>th</sup> August, 1<sup>st</sup> September, 29<sup>th</sup> September, 6<sup>th</sup> October)

- Attend **one Macquarie Careers event** during **Careers Week (9-13<sup>th</sup> August)** e.g. Employer Presentation – book through CareerHub
- Attend **one** general Careers **employer presentation, workshop online or appointment** (online or phone) by Wednesday 18<sup>th</sup> October - book through CareerHub
- Spend a **minimum 20 hours on workbook and other homework activities**
- All program requirements must be completed and submitted by **18<sup>th</sup> October 2021**

Your attendance times/dates will be recorded on Zoom and/or on CareerHub

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## IMPORTANT DATES

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**Careers Week (9<sup>th</sup>-13<sup>th</sup> August)** – attend one MQ event

**Workshops & Appointments (book through CareerHub)** – attend at least one of the workshops listed below, OR attend a one on one Careers consultation

Workshops are offered on a regular basis.

- Career Options
- Essential Jobsearch Strategies
- Interview Skills
- LinkedIn Essentials
- Resume and Cover Letter Essentials
- Assessment Centres






**All requirements must be completed by Monday 18<sup>th</sup> October**

Presentation of certificates online event (Non compulsory) - Wednesday 27<sup>th</sup> October 1-2pm

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CAREERS WEEK EVENTS - 9<sup>TH</sup>-13<sup>TH</sup> AUGUST

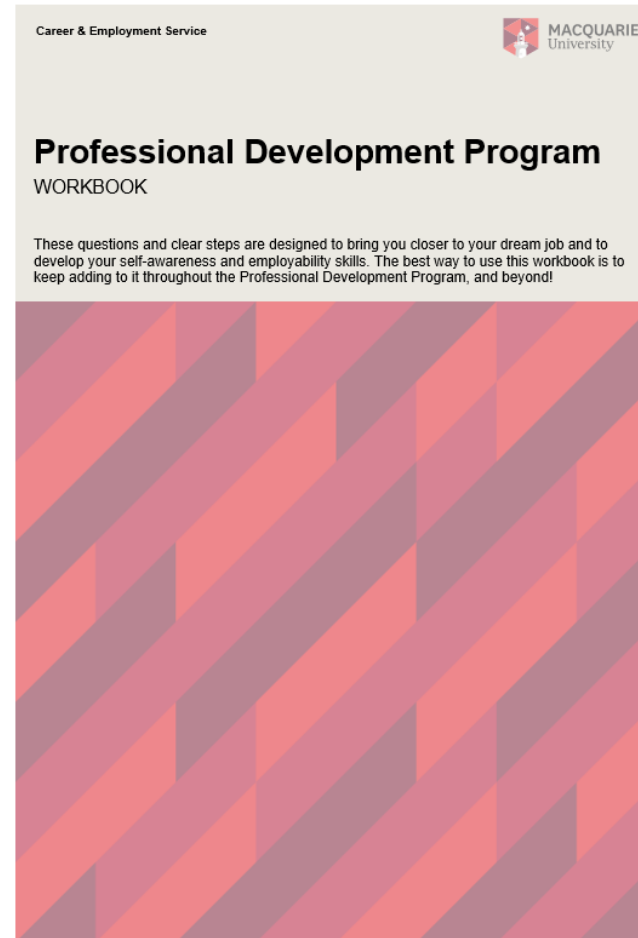
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Monday 9 August	Tuesday 10 August	Wednesday 11 August	Thursday 12 August	Friday 13 August
				
<b><u>Finding Jobs with MQSE</u></b> 12 pm - 1 pm  <b><u>Opportunities in Commercial Science</u></b> 1 pm - 2 pm	<b><u>Ask the Recruiter</u></b> 12 pm - 1 pm  <b><u>Build Your Experience with Virtual Internships</u></b> 1 pm - 2 pm	<b><u>All About PACE</u></b> 12 pm - 1 pm  <b><u>Develop Your Brand/Digital CV using Adobe Spark</u></b> 1 pm - 2 pm	<b><u>Creating Opportunities and Clear Pathways for Graduates</u></b> 12 pm - 1 pm  <b><u>Dynamic Support for Students with Challenges</u></b> 1 pm - 2 pm	<b><u>How to make ePortfolio work for You</u></b> 12 pm - 1 pm  <b><u>Job Seeking for International Students</u></b> 1 pm - 2 pm

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## WORKBOOK

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# PROFESSIONAL DEVELOPMENT PROGRAM

## PDP PAGE

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For all your PDP information and resources:

[2021 Program - Professional Development Program | MQ Sydney](#)

- Workshop and event dates
- Online workshop slides – uploaded after each session
- Handouts
- Workbook for each session
- Online activities
- Links and resources
- Additional Hours Record Form

***Bookmark this page!***

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MESSAGE FROM FORMER PDP PARTICIPANT – KIRRA KISSANE

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# The changing world of work

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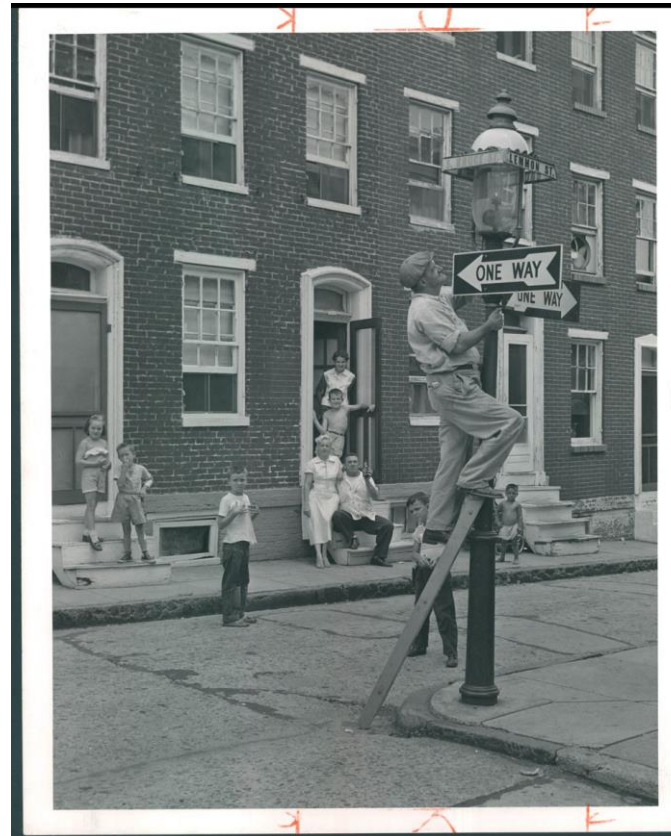
## THE CHANGING WORLD OF WORK

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**KNOCKER UPPER  
(UP TO 1950)**

**GAS LAMP  
LIGHTER (1957)**



**The  
changing  
nature  
of  
careers**

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## THE CHANGING WORLD OF WORK



Careers and the world of work are changing: Gig Economy | Automation | Technology | Job Mobility | Creation of new Jobs

Move away from “Career for Life” to a range of roles throughout your lifetime

The way we seek and apply for jobs has changed (networking, proactiveness, self-confidence, social media, technology such as Snapchat, Zoom and gamification, clouds)

An analysis of 4.2 million job ads revealed that since 2012 the demand for digital skills has increased by more than 200%, critical thinking by more than 150%, and creativity by more than 60% and presentation skills by 25%.

43% of grads are underemployed → The first job is critical  
Degree → better employment outcomes  
Average weekly earnings: \$1568

**You are studying for jobs that do not yet exist!**

<https://www.fya.org.au/resource/new-work-order-research>

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## FACTS AND FIGURES

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**1971:** It was easy to find a job, a qualification was enough

**2021:** Qualification is a prerequisite. Market much more competitive

Labour market change is nothing new.

Automation is not the only reason for change.

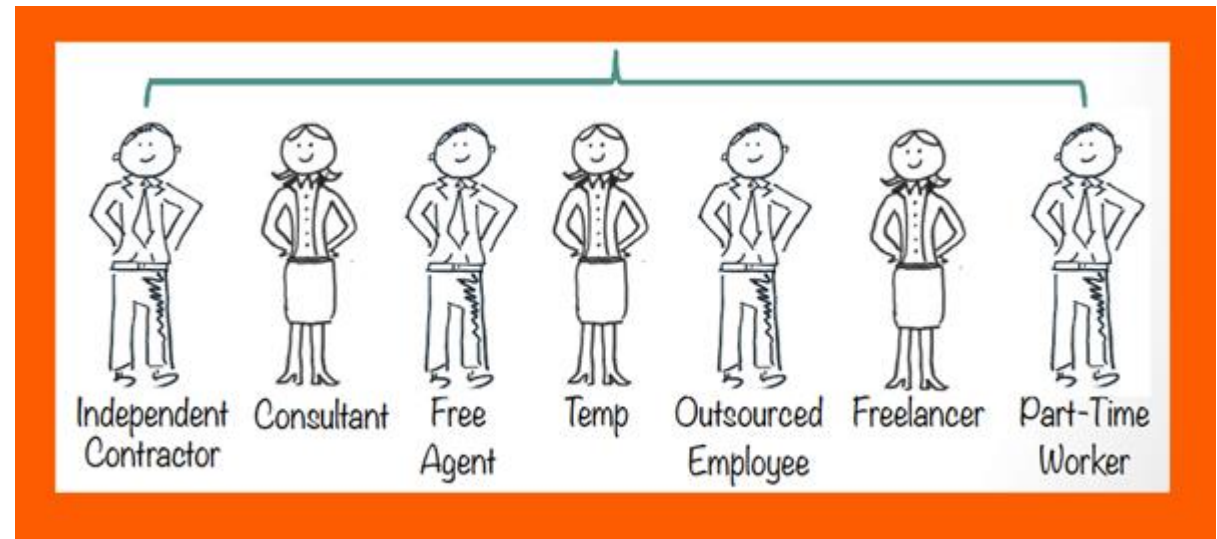
Automation also creates jobs → don't get hyped up on panic!

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## CONTINGENT EMPLOYMENT

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- A contingent worker is an employee who does not have a specific contract that explicitly defines long-term employment with a company and instead is based on a short-term need.
- It is NOT to be confused with Full Time v Part Time



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## HYBRID JOBS

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- Definition – A hybrid job is a job that requires skills from different disciplines – now typically traditional occupation with “new age” skills (data science, data analytics, coding)
- Examples of hybrid jobs – Marketing Specialist who needs to know SQL or a Human Resources Professional that needs to have strong data analysis skills



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## HYBRID JOBS

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- Why focus on hybrid jobs?
  - Expected to grow at DOUBLE the rate of those with little or no hybridisation (2016 to 2026)
  - Those with the right combination have greater chance of success when job seeking or looking for progression
  - The excess demand over supply will translate into greater pay
  - © Burning Glass Inc / General Assembly



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## T-SHAPED GRADUATE

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## THE FUTURE OF JOBS - KEY TAKEAWAYS

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- New jobs will be created – jobs we don't know about yet
- Many routine jobs will disappear – replaced by automation and technology
- Many jobs will be augmented by technology – not replaced by it
- Workplaces will change – remote working from home
- Human skills will be valued: social intelligence, communication, interpersonal skills, teamwork, etc
- Lifelong learning is the new normal
- Embrace change!

National Skills Commission:

[The Shape of Australia's Post COVID-19 Workforce](#)

[Australian Jobs Report](#)

World Economic Forum Report: [Jobs of Tomorrow: Mapping Opportunity in the New Economy](#)



# Career Planning

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## CAREER PLANNING

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## 1. KNOWING YOURSELF

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Identify your VIPS

Values

Interests

Personality

Skills

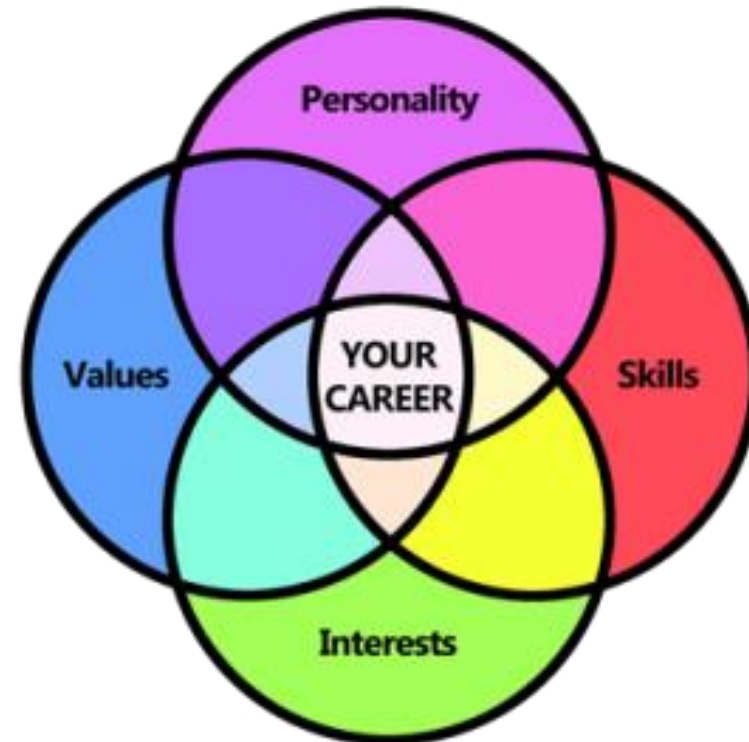
Further tests available:

Values

Temperament

Working style

Strengths



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## KNOWING YOURSELF - VALUES

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Your values are the things that you believe are important in the way you live and work, e.g. **autonomy, altruism, financial reward, independence, achievement, recognition, work relationships, supportive environment, work conditions...**

When your values are clear to you, making career decisions become easier.

They (should) determine your priorities, and are measures to tell if your life is turning out the way you want it to. Defining your values might help with decisions around:

- What job should I pursue?
- What do I want from a workplace? (Good income, power, helping others, ...)
- Should I start my own business?
- Is this my dream job or should I rather apply for something else?

**Record your values in your workbook, page 3**



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## KNOWING YOURSELF - INTERESTS

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What are your interests?

JobOutlook Quiz (Career Quiz based on workstyle)

Self-Directed Search (Career Interest Inventory)

SkillsRoad Career Quiz

Note down your interests in your workbook page 3.



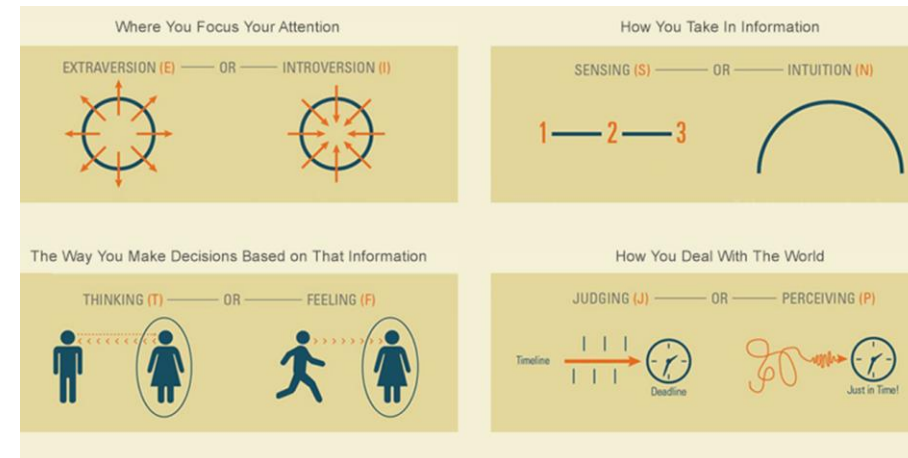
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## KNOWING YOURSELF - PERSONALITY

### RIASEC (Holland)



### Myers-Briggs Type Indicator (Jung)



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## PERSONALITY: THE FIVE FACTOR PERSONALITY TEST

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**Complete the Job Outlook Quiz and Personality Insight Test, details in your workbook, page 3**



## EXPLORING PERSONALITY TYPE

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### Personality Insight

The Big 5 are the five overriding personality traits we can see and measure in people and they constitute one of the current and dominant theories concerning personality and behaviour. They are the most basic breakdown of personality traits and account for some of the differences we see between people. There are no right or wrong personalities, just a fit or mismatch to a particular role.

By answering the following questions you could find out something about your current style and what it means at work. It may help you to:

- gain a good idea of what you want out of life and work
- challenge yourself to look beyond your immediate environment or situation and to explore a greater number of opportunities and life chances
- plan for changes in your life and in a changing world
- become more self-sufficient at making job, life and career decisions
- understand what types of roles would suit your personality

Instructions:

There are 40 short questions to answer in order to get an insight into your Big 5 personality profile. Please read each of the statements and mark the statement that is most like you. At the end of the questions you will receive a short summary of your personality style and some hints and tips in relation to looking for work. Do not skip any questions.



[Take the assessment >](#)

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## KNOWING YOURSELF - SKILLS

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**Take 5 minutes to review your current skillset using the Frank Team skills test - exercise**

**Complete the Frank Team exercise and make a note of your results in your workbook, page 4**

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## KNOWING YOURSELF - VIPS

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**Homework task: Reflect briefly on the outcomes of these tests in your workbook, page 4**

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## HOW TO PLAN YOUR CAREER

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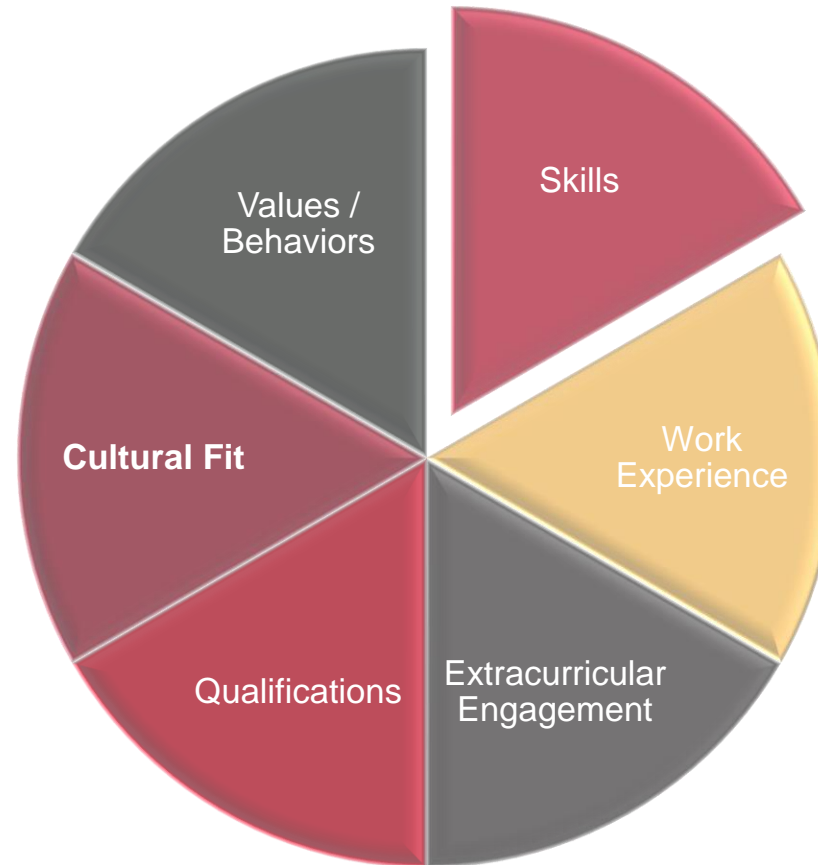


# Building Your Skills Introduction

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## IDENTIFYING WHAT EMPLOYERS ARE LOOKING FOR

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SECRET - being multiskilled, life-long learning, build experience (through internships, part time work, volunteering) and develop STEM skills

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## IMPROVING YOUR SKILLS - TASK

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- Think about which skills are the TOP employability skills (which skills are employers looking for?)
- Pop your answers in the chat



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## KEY EMPLOYABILITY SKILLS

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- Interpersonal & People Skills
- Communication & Teamwork
- Organising & Planning
- Adaptability & Resilience



Image: NASA @unsplash

- Reliability & Motivation
- Critical Thinking & Problem solving
- Digital Literacy



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HOW CAN YOU DEVELOP THESE SPECIFIC SKILLS AND ATTRIBUTES?

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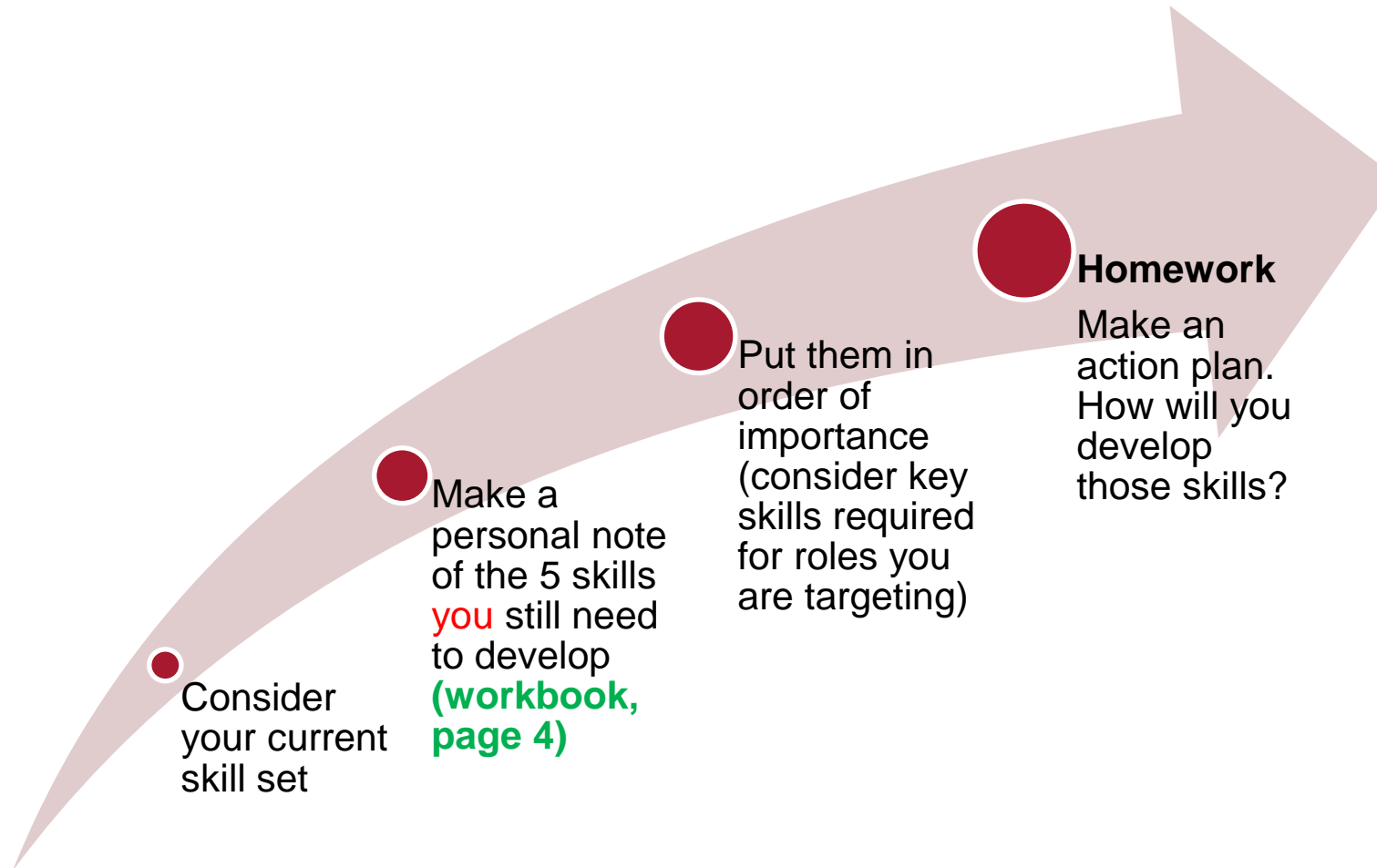
**Now, in groups brainstorm ways to develop the following skills.**

1. Problem solving and analytical thinking
2. Organisational and time management
3. Motivation and initiative
4. Adaptability and flexibility
5. Communication
6. Teamwork
7. Global mindset

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## TOP EMPLOYABILITY SKILLS

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## BUILDING OVERALL EXPERIENCE

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- Activities undertaken while you study will build experience – paid or unpaid.
- Employers value additional experience gained through a broad range of activities – the ‘well-rounded graduate’.
- All experience will develop skills – both general and specific.

***EXPERIENCE ADDS VALUE!***

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## HOW CAN YOU BUILD EXPERIENCE?

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- Gather ideas on how you could build your overall experience – 5 min
- **Make a note of your ideas in your workbooks, page 5**

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## ADDITIONAL IDEAS TO BUILD YOUR EXPERIENCE

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- Join a student group or society. Aim to take up a leadership role in your last year at uni
- Join a Professional Association
- Complete an internship (or two)
- Find part time work or a casual role in your field
- Volunteer
- Go on exchange (.....when available)
- Become a community member (through your local council, join a local club, sign up for a sports group, become a bush regenerator...)
- Build your network and conduct Informational Interviews
- Participate in competitions (Univative, Interchange, Trading comps, Hackathons, ...)
- Join the Incubator / build your own start-up
- Take up courses on LinkedIn Learning or Coursera to develop your skills (coding, social media campaigning, etc.)
- Join online communities/ LinkedIn
- Seek out a mentor (Lucy Mentoring,...)
- GLP and other student programs

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## SUCCESSFUL STUDENT PROFILES

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### Tom - B. Psychology

- 1<sup>st</sup> year: part time job at Bunnings and volunteered at a local nursing home once a week
- 2<sup>nd</sup> year: internship at the Benevolent Society and Marketing Manager of the Psych Society. Careers Volunteer and LEAP Mentor
- 3<sup>rd</sup> year: Volunteered for Lifeline, PACE placement at Australia for UNHCR, part time job at Autism Australia as receptionist (still working there). Undertook a Digital Marketing and coding course through Coursera.

### June – B. Psychology

- Outstanding GPA but did not participate in any extracurricular activities (except playing netball) and did not work while studying.

Both have the same qualification, but Tom also developed relevant contacts, employability skills, an understanding of the workplace and employer expectations, plus further desirable skills.

The reality is: Tom is more likely to be employed full time after graduation.

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## HOW TO PLAN YOUR CAREER

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## HOW TO EXPLORE YOUR OPTIONS

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To be clear about what you want to do: prepare a list of questions and consider job characteristics, education and training, the labour market, and career pathways



Find and access relevant, credible information from: the Career and Employment Service, which provides career resources and websites, & organises career fairs and events; Industry and professional associations; Employers and their websites; Friends, families & networks.



Consider the information you collected and ask yourself: what are the key points? Can you identify any clear or strong opportunities here?



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## OPTIONS WITH YOUR DEGREE

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- [Prospects.ac.uk](https://www.prospects.ac.uk)
- [Joboutlook.gov.au](https://www.joboutlook.gov.au)
- [MyFuture](https://www.myfuture.org.au)
- [Career View booklets](https://www.vic.gov.au/career-view-booklets) (Victoria Uni of Wellington)
- [Gradaustralia.com.au](https://www.gradaustralia.com.au), e.g. [What can I do with an engineering degree](#)
- [Grad Connection](#): Disability programs, Indigenous programs, cultural diversity, ...
- [PayScale](https://www.payscale.com)
- [MyMQ CareerZone – Career Possibilities](#)
- Informational Interviews
- Appointment with Careers Advisor
- ... THINK BROADLY

**Homework: Research and explore your options with your degree (workbook, page 5) Note down the results in your workbook, page 6**

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## CAREER RESOURCES AND LINKS

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### **VOLUNTEER**

Volunteering Australia – [www.volunteeringaustralia.org](http://www.volunteeringaustralia.org)

Seek Volunteer – [www.volunteer.com.au](http://www.volunteer.com.au)

Go Volunteer – [www.govolunteer.com.au](http://www.govolunteer.com.au)

Pro Bono Australia (Skilled Volunteer) – <https://probonoaustralia.com.au/volunteer/>

Do Something Near You <https://dosomethingnearyou.com.au/>

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## CAREER RESOURCES AND LINKS

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### JOB SITES

MQ Career Hub – [www.mq.edu.au/careers](http://www.mq.edu.au/careers)

Seek – [www.seek.com.au](http://www.seek.com.au)

CareerOne – [www.careerone.com.au](http://www.careerone.com.au)

Indeed – [www.indeed.com.au](http://www.indeed.com.au)

Jobserve – [www.jobserve.com.au](http://www.jobserve.com.au)

LinkMe – [www.linkme.com.au](http://www.linkme.com.au)

MyCareer – [www.mycareer.com.au](http://www.mycareer.com.au)

Monster – [www.monster.com](http://www.monster.com)

Ethical jobs – [www.ethicaljobs.com.au](http://www.ethicaljobs.com.au)

Job outlook: <https://joboutlook.gov.au/>

### RECRUITMENT AGENCIES

- Michael Page – [www.michaelpage.com.au](http://www.michaelpage.com.au)
- Robert Half – [www.roberthalf.com.au](http://www.roberthalf.com.au)
- Hudson – <http://au.hudson.com/>
- Apsley Recruitment - [www.apsleyrecruitment.com.au](http://www.apsleyrecruitment.com.au)
- Chandler Macleod – [www.chandlermacleod.com.au](http://www.chandlermacleod.com.au)
- BeaumontPeople <https://www.beaumontpeople.com.au/>
- People2People <https://www.people2people.com.au/>

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## OPTIONS WITH MY DEGREE – HOW TO GAIN EARLY CAREER EXPERIENCE

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- Administrative assistant
- Receptionist
- Assistant accountant
- Junior accountant
- Trainee accountant
- Market research
- Customer service
- Sales
- Out of school hours care
- Blogger
- Vlogger
- Content creator/contributor
- Student Society Executive roles
- Volunteer roles

### TASK

What are some target roles for you to gain early career experience?

Browse videos by job types: <https://mquniversity.careercentre.me/Resources/CareerPathways/>

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## PLANNING FOR YOUR CAREER

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1

- Seek out career resources so you understand your career options
- Participate in extracurricular activities such as sport, drama, music, community service and personal development in your remaining time at university
- Cultivate leadership skills through p/t jobs, volunteer work, student societies/clubs (executive roles) clubs

2

- Network at industry events
- Develop your employability skills (through programs, working, clubs, competitions, etc.)
- Apply for internships
- Volunteer (continuous engagement)
- Go on exchange
- Talk to members of your target profession or specialization (Informational Interviews)

3

- Attend info sessions, employer open days, Careers Fairs and employer presentations
- Complete a PACE placement/ internship
- Network and keep up to date with job opportunities
- Research firms and jobs and prepare your CV
- In Feb / Mar apply for Graduate Programs

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## HOMEWORK – INFORMATIONAL INTERVIEW

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- Choose an employer in your chosen field and make contact, e.g. via LinkedIn Alumni or from the Careers Week events
- Contact the employer and ask these two questions:
  - **“What skills are you looking for when hiring new employees?”**
  - **“How can a candidate make sure he/she stands out from the crowd?”**
- Record their answers and submit via email, audio, or video (2 mins max) to Vicki and Jen before workshop 2. Make sure to include the employer’s name, position, and organisation.
- **We will go through the results and share some of your findings during workshop 2**
- This task will develop your verbal communication skills, heighten your opportunity awareness and force you to think about your own future career goals. It will also be of benefit to other participants.

**See workbook, page 6**

- [Tip Sheet](#)    [LinkedIn Learning course](#)

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## HOW TO PLAN YOUR CAREER

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## YOUR DECISION MAKING STYLES

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- Planning: “Weighing the facts.”
- Impulsive: “Don’t look before you leap.”
- Intuitive: “It feels right.”
- Compliant: “Anything you say.”
- Delaying: “Cross that bridge later.”
- Fatalistic: “It’s all in the cards.”
- Agonizing: “What if?”
- Analysis paralysis: “Can’t move forward.”
- Defaulting: “Playing it safe.”

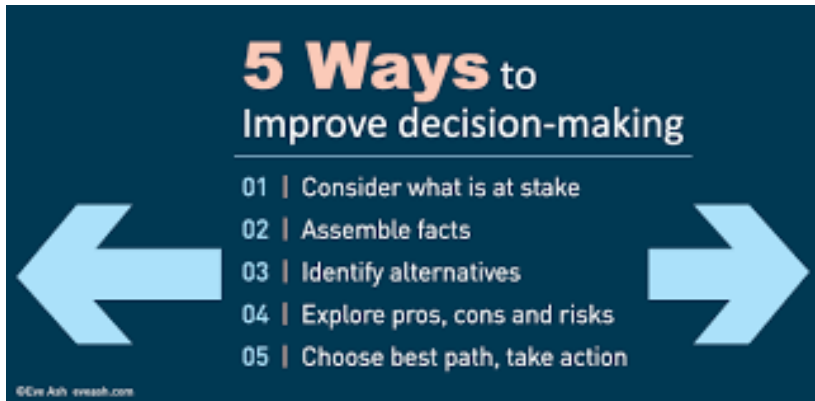




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## HOW TO MAKE A WISE CAREER DECISION

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## SOUND DECISION-MAKING ASSESSMENT

# Career Action Plan

# PROFESSIONAL DEVELOPMENT PROGRAM

## YOUR CAREER PLAN

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- Remember: **SMART** Goals (Specific, Measurable, Attainable, Relevant, Timely)

### Steps for completing your Career Action Plan:

- Include your primary career goal and interests
- Identify long-term professional goals
- Identify short-term goals that help you reach your long term goals
- List 2-3 activities that will help you accomplish your short term and long-term goals
- Write down additional skills that you would like to develop this semester (and/or before completing your degree)
- Describe check-points (how will you know if you were successful)

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## YOUR CAREER PLAN

Career/Future Plan									
<p><b>Who you are?</b></p> <p>Analytical, driven, ambitious, perceptive, creative, enjoy working with numbers / money, inquisitive, systematic, disciplined</p> <p><b>Education</b></p> <p>A Levels – Maths, Chemistry, Physics Masters – MChem PhD – Computational Chemistry MBA - Warwick</p> <p><b>Employment etc</b></p> <p>Sun Valley – factory operative Exe Computers – owner/manager Severn Trent Laboratories - Analyst - Team Leader - Logistics Manager E-Local Trading – Futures Trader</p> <p><b>Personal preferences</b></p> <p>Being involved in a competitive environment with opportunities for performance</p> <p><b>Values</b></p> <p>Maximise return on time, create efficiency, contribute to team objectives or perform as individual</p> <p><b>Limitations</b></p> <p>International experience, foreign language</p>	<p>My Goals:</p> <table border="1"> <thead> <tr> <th>Short Term</th> <th>Mid Term (2-5 yrs)</th> <th>Long Term &gt;5yrs</th> </tr> </thead> <tbody> <tr> <td> <p><b>Work</b> – Secure a position with opportunity for progression on demonstration of ability</p> <p><b>Home</b> – Visit brother in Canada. Support younger brother in developing surgery plans</p> </td> <td> <p>Develop into a senior role</p> <p>Confirm commitment to long term relationship</p> </td> <td> <p>Head business unit/venture</p> <p>Support family situation</p> </td> </tr> </tbody> </table>			Short Term	Mid Term (2-5 yrs)	Long Term >5yrs	<p><b>Work</b> – Secure a position with opportunity for progression on demonstration of ability</p> <p><b>Home</b> – Visit brother in Canada. Support younger brother in developing surgery plans</p>	<p>Develop into a senior role</p> <p>Confirm commitment to long term relationship</p>	<p>Head business unit/venture</p> <p>Support family situation</p>
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<p><b>Current competencies, skills, knowledge, experience</b></p> <p>Analytical, modelling, chemistry, logistics, systems, processes, project management, innovation Interest rate futures markets, technical, fundamental, psychological Management, property, trading, research, business improvement</p>									
<p><b>Development needs and skills required for current job and future goals</b></p> <p>Understanding of other investment techniques – to be satisfied by majoring in Finance during the MBA Gain exposure to company strategy to add to day to day performance management experience and to lay foundation for more senior position Participate in opportunities to create and develop new business units or entry into new markets.</p>									
<p><b>Action Plan</b></p> <p>Develop plan to utilise MBA placement as an opportunity to experience and demonstrate ability to potential future employers. Investigate trading availability in sectors other than banking e.g. EON, BP</p>									

# PROFESSIONAL DEVELOPMENT PROGRAM

## RECAP

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how will **you**  
stand out from the crowd?



# PROFESSIONAL DEVELOPMENT PROGRAM



## HOMework

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On page 6 of your workbook, record your Career Goal.

Make a detailed note in your Session 1 workbook of what you will include in your Career Action Plan









Take the MQ Career Ready Self-Assessment (see workbook page 7)

# PROFESSIONAL DEVELOPMENT PROGRAM

## HOMWORK

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- Complete the **homework exercises** in your PDP workbook
- Find the link on the PDP resources webpage to complete your MQ Career Ready Self-Assessment so you can start completing online exercises that align with the topics covered in the PDP

 <p><b>Self-Awareness</b></p> <p>0 of 3 required tasks completed</p> <p>0%</p> <p>Start</p>	 <p><b>Career Possibilities &amp; Decisions</b></p> <p>0 of 4 required tasks completed</p> <p>0%</p> <p>Start</p>	 <p><b>Workplace Skills</b></p> <p>0 of 6 required tasks completed</p> <p>0%</p> <p>Start</p>	 <p><b>Hunting for Jobs</b></p> <p>0 of 3 required tasks completed</p> <p>0%</p> <p>Start</p>
 <p><b>Resumes &amp; Applications</b></p> <p>0 of 2 required tasks completed</p> <p>0%</p> <p>Start</p>	 <p><b>Interviews &amp; Offers</b></p> <p>0 of 3 required tasks completed</p> <p>0%</p> <p>Start</p>	 <p><b>Preparing for Work</b></p> <p>0 of 2 required tasks completed</p> <p>0%</p> <p>Start</p>	 <p><b>Career Well-being</b></p> <p>0 of 4 required tasks completed</p> <p>0%</p> <p>Start</p>

# PROFESSIONAL DEVELOPMENT PROGRAM

## HOW TO PLAN YOUR CAREER

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# PROFESSIONAL DEVELOPMENT PROGRAM

## HOW TO MOVE ON? – NEXT SESSIONS

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Develop &  
Market your  
brand

Effective  
Networking

Develop your  
job application  
skills



# Graduate Programs

OVERVIEW

# PROFESSIONAL DEVELOPMENT PROGRAM

## GRADUATE PROGRAMS

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### What are they?

- Fast-tracked career pathway into a specific organisation or industry
- Offered by many large public sector and private sector organisations
- Usually advertised early in the year, for a start the following January, but some are offered throughout the year
- Final year students and recent graduates (3-5 years, sometimes more) are eligible to apply
- Length of program usually 1-3 years, may involve rotations through different areas of the organisation
- Comprehensive training given while being paid at a graduate level
- Graduates who successfully complete the program are usually offered an ongoing role in the organisation

### Should I apply?

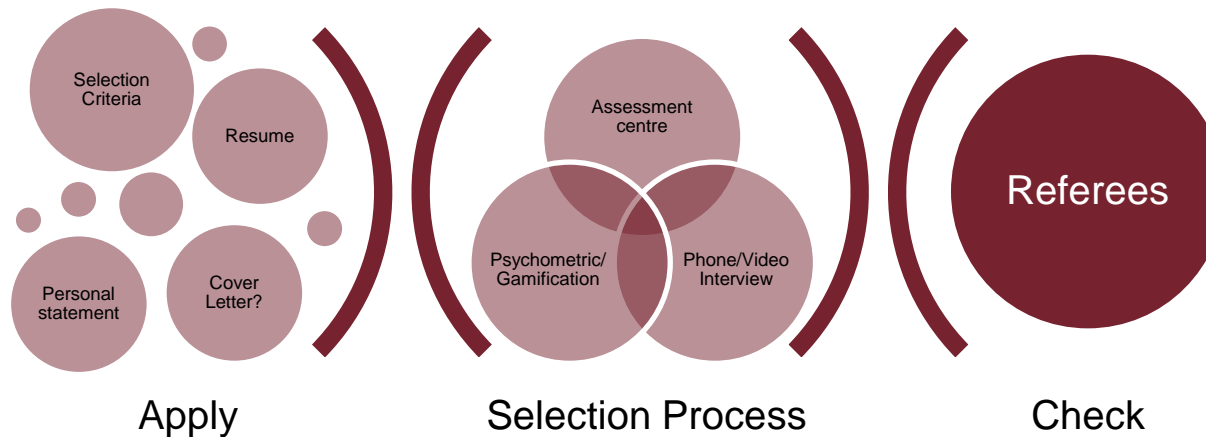
- Usually no work experience required, but extracurricular and other involvement is highly regarded
- Competitive – good grades (minimum high credit), evidence of motivation, curiosity about the world, and demonstrated employability skills are all important
- Rigorous selection process, final offers usually made mid-year

### Where do I find them?

- Grad programs are advertised on GradConnection, GradAustralia and CareerHub, and on the organisation's website.
- Most advertising now through to end of April for 2022 commencement

# PROFESSIONAL DEVELOPMENT PROGRAM

## GRADUATE PROGRAMS APPLICATION PROCESS



### USEFUL LINKS

CareerWise  
[gradaustralia.com.au/](https://gradaustralia.com.au/)  
[gradconnection.com/](https://gradconnection.com/)

Also CareerHub: <https://www.careerhub.mq.edu.au>  
MyMQ Career Zone / My Tools / Assessment Centre tool:  
<https://mquniversity.careercentre.me/u/g057n5ds>

Deadlines:  
End of March/Beginning of April → 2022

Needed: Resume, Cover Letter, answer to Selection Criteria  
Personal Statement, other key questions

# PROFESSIONAL DEVELOPMENT PROGRAM



CAREER AND EMPLOYMENT SERVICE

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# QUESTIONS?

# PROFESSIONAL DEVELOPMENT PROGRAM



## CAREER AND EMPLOYMENT SERVICE

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### Contacts:

Vicki George: [vicki.George@mq.edu.au](mailto:vicki.George@mq.edu.au) or 9850 7372

Jen O'Donovan: [jen.odonovn@mq.edu.au](mailto:jen.odonovn@mq.edu.au) or 9850 7372

MQ Professional Development Program Resources:

[2021 Program - Professional Development Program | MQ Sydney](#)

Careers website: [Careers - Get Career Ready | MQ Sydney](#)

CareerHub: <https://www.careerhub.mq.edu.au/>

MyMQ Career Zone: [www.careerzone.mq.edu.au](http://www.careerzone.mq.edu.au)