

**HANDOUT FOR MENTEE**

**EMPLOYABILITY**

6. Theme “Career and professional development”

Exercise “Overcoming obstacles in career development”

Adapted by: *Merseyside Expanding Horizons*

**Task for mentee: Keeping the Review Process Going**

Below you will find some possible conditions, which could act as obstacles in your career development.

Check your thoughts - read the statements and click on the condition that is typical for you and find a suggestion how to overcome this obstacle in your career management.

<p><b>Happy Hippo</b></p>	<p><b>Comfort Zone</b></p> <p>‘Don’t bother me, I’ve just got comfy’</p>	<p>Find someone else to get you motivated and give you a structure. Consider challenges that will bring you out of that comfort zone – a new project, a new role etc.</p>
<p><b>Toxic Toad</b></p>	<p><b>Negative Attitude</b></p> <p>‘I knew it wouldn’t work anything positive ever happens to me anyway’.</p>	<p>Take an honest look at why you feel like this and recognise how important your attitude is to success. Think of ways to tackle your negative attitude – can others help you? What will help you to take control and create a more positive outlook?</p>
<p><b>Haphazard Hamster</b></p>	<p><b>Lacking Capability</b></p> <p>‘I’m going round and round in circles’</p>	<p>Take a step off the treadmill and try to create some space for yourself. Create a focus for your energy – channel it to make it a more effective use of your time and resources.</p>
<p><b>Oblivious Ostrich</b></p>	<p><b>Lack of Awareness</b></p> <p>‘I’m blissfully ignorant, don’t cause me any hassle’</p>	<p>Keep your head up for long enough to take a good look around you. Are you seeing the true picture- if there are things that are too difficult to face along, get a helping hand.</p>

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<b>Busy Bee</b>	<b>No Time</b>  'I'm too busy to reflect'	Consciously try to cut out wasted time and priorities quality time for self-reflection. Realise that time is not a luxury – it is an essential component for taking control. Identify exactly where you lose time – are there external pressures from family or work colleagues?
<b>Lost Sheep</b>	<b>Lacking Focus/Direction</b>  'I don't know where I'm going let alone what to reflect on'	Benchmark your current situation and identify practical steps to move you forward. Get a mentor or someone who can signpost you to further options.
<b>Lazy</b>	<b>Laziness</b>  'I can't be bothered'	Focus on setting some simple, short-term objectives and create an early win. Take on things that will complement your current workload. Remember, sometimes it's better to do a few things well.
<b>Crotchety Camel</b>	<b>Lacking Energy</b>  'It's all too hard, I haven't got the energy to move on'	Start thinking positively and break your goals into smaller, manageable chunks. Create opportunities to increase your energy levels.
<b>Capable Chameleon</b>	<b>Flexibility</b>  'Another change, of course I can handle it!'	Learn to act smarter rather harder. Are things working as hard for you as you are for them?
<b>Toppled Tortoise</b>	<b>No support</b>  'I just can't seem to get back on track'	Find a helping hand, but be prepared to take control and look for creative solutions.

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		Have you identified when you lost your way and exactly what will get you back on track?
<b>Wise Owl</b>	<b>Well positioned</b>  'I'm okay, I'm seizing every opportunity'	Make sure each new opportunity is the right one for you and takes you in the right direction. Remember also to reflect on your progress so far-learn by your successes and your mistakes.
<b>Top Cat</b>	<b>Experience</b>  'I've done this all before'	Continually assess your capability and keep the process going. Don't slip from being consciously competent to be unconsciously incompetent.