

INSTRUCTION FOR MENTOR

EMPLOYABILITY

6. Theme Career and professional development

Exercise: “Overcoming obstacles in career development”

Adapted by: Merseyside Expanding Horizons

Aim of exercise: to identify your possible obstacles in career development and to find the ways to overcome them

Description of exercise:

It is important to mentee to manage his/her career and if there are certain obstacles in his/her career development, it is important to recognize them and overcome.

Expected duration: 30 min.

Steps for performing the exercise:

1. Mentor introduces the aim of the exercise to the mentees and explains how to perform it.
2. Mentees perform exercise individually.
3. Mentor organises discussion.

HANDOUT FOR MENTEE

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>Happy Hippo</p>	<p>Comfort Zone</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>Toxic Toad</p>	<p>Negative Attitude</p> <p>‘I knew it wouldn’t work anything positive ever happens to me anyway’.</p>	<p>Take a 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>

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Haphazard Hamster	<p>Lacking Capability</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>
Oblivious Ostrich	<p>Lack of Awareness</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>
Busy Bee	<p>No Time</p> <p>‘I’m too busy to reflect’</p>	<p>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?</p>
Lost Sheep	<p>Lacking Focus/Direction</p> <p>‘I don’t know where I’m going let alone what to reflect on’</p>	<p>Benchmark your current situation and identify practical steps to move you forward. Get a mentor or someone who can signpost you to further options.</p>
Lazy	<p>Laziness</p> <p>‘I can’t be bothered’</p>	<p>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</p>

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		a few things well.
Crotchety Camel	Lacking Energy '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.
Capable Chameleon	Flexibility '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?
Toppled Tortoise	No support '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. Have you identified when you lost your way and exactly what will get you back on track?
Wise Owl	Well positioned '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.
Top Cat	Experience '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.