

# 7 Ways to Take Charge of Your Career

(Code: 7WC)

Evolution-U Diversity & Inclusion Business Suite

1/2 Day or 1 Day Course - Intermediate & Advanced



*The Evolution-U Diversity and Inclusion Business Suite is a focused offering of engaging workshops and trainings designed to unlock the potential of individuals and teams and empower leaders by raising awareness of the benefits of a diverse and inclusive workplace.*

## Course Outline

This career management workshop, 7 Ways How To Take Charge Of Your Career, helps women leaders understand the true value they can add and shows them take steps to own their development and take charge of their career.

It can be delivered as a half day workshop or a full day training. It has been tailored for women in financial services and provides lots of local resources to help them navigate their careers in Hong Kong. Our workshop facilitators have extensive leadership experience in senior financial services roles and bring lots of examples and learnings into the sessions. Our current clients are global banks and international law firms.

## Learning Objectives

By taking this course, participants will;

- Develop a clear understanding of the value you add
- Create a simple summary of your career and future plans
- Learn easy ways to increase your skills
- Understand how to become a thought leader
- Learn why and how to network in Hong Kong
- Develop a clear understanding of your support team
- Understand and learn how to stick to your personal boundaries

Depending on duration, course delivery consists of trainer led presentation with video support, individual exercises, group breakouts and case studies. Open class discussion is encouraged to allow participants to learn from experience and best practise of others.

## Course Content

The below course content list covers the content for the one day version of this training. The same topics are covered in the half day workshop, but less time is allocated for group work, individual exercises and discussions. The final content will be selected in partnership with the client and based on training objectives.

### 1. Your Personal Career Brand

We are familiar with the phrase “your brand is what others say about you when you are not the room” but often do we realise that this impacts our reward, promotion and access to more senior roles. In this first session, we understand the importance of our brand at work, complete an exercise to define this and coach each other on how to more effectively articulate it. We take away next steps to further refine this with peers, managers and mentors.

### 2. Your Critical Career Pathway

Truly satisfying careers are the reward of talent, hard work, a bit of luck, and a strategy carefully managed and put to work. We look at whether we own our careers or are we just letting our employers manage them for us. We then complete an exercise to map our Critical Career Pathway. This is followed by a group discussion on whether or not our ladders are again the correct wall. Then we have some coaching and tips on how to take control of our next move.

### 3. Have a Growth Mindset

Don't wait for your employer to book you on a training course to develop new skills. We learn how to become a subject matter expert in your area of expertise and establish your brand as a expert in your field. We then look at the best ways to increase skills, both on the job and externally. We compare various options and look at what is available locally in Hong Kong. This is followed by some group coaching where participants share their experiences and what has worked best.

#### **4. Actively Manage your Professional Profile**

We look at the importance of LinkedIn as a career management tool. We play a video to explain this in more detail and then look at how we can use tools like LinkedIn to become a Thought Leader in your area of expertise. We also look at what women need to do to be more effective in LinkedIn and what behaviours have been holding us back. This is followed by a group discussion.

#### **5. Maximise your Networking Opportunities**

You will learn why networking is the number 1 unwritten rule for success in business. Putting your head down and doing a great job won't get you promoted; networking will. You will learn how to effectively network internally to increase our profiles and exposure to senior leaders and to ensure that we are considered for new opportunities and promotions. We also look at the benefits of networking externally and discover some of the great networking opportunities in Hong Kong.

#### **6. Grow your Team of Supporters**

We discuss the benefits of creating a group of informal advisors who we can call upon when facing challenges at work and deciding on our next move. We look at how each of the following types of supporters can help us: mentors, sponsors, managers, influential peers and external contacts. We then complete an exercise to map our term of supporters, understand where there are gaps and look at strategies to fill these.

We then discuss why we, as leaders, should all feel empowered and motivated to set an example, help create paths forward for the those coming up below us, and become more invested in the success of the women around us.

#### **7. Set your Personal and Professional Boundaries**

We look at the stages of our careers and how we need to decide when its best to "Lean In" and Lean Out. We learn how to effectively, set, communicate and stick to our boundaries. We then share examples of best practice and then have group coaching on what has worked best both internally and externally.

#### **Developing your Action Plan**

Participants will be provided with a workbook which they will complete during the session and take away to action afterwards.

### **Who Should Take This Course**

Managers, Leaders, Business Owners, professionals, external client facing executives, any and all executives who would benefit from stepping back and looking at their careers as a whole rather than just focussing on their current roles. This training can be tailored to different levels in an organisation and so is recommended to be run for executives at a similar level.

### **Client Testimonials**

Women leaders at a Global Bank:

*"The workshop was excellent. Shirley was a great presenter and her stories provoked me to reflect. The delivery was easy to understand and the 7 ways are all immediately actionable. The sharing by the participants was useful. It was itself a networking event too. I am going to share the Personal Brand with my team, and the resources for keeping up with the skills."*

*"The workshop is excellent and inspiring! It exceeds my expectations. Everything is good – the speaker is professional and open; her tips are useful; the venue is comfortable; the number of attendees and workshop duration are just right; attendees are willing to share. I enjoy the workshop very much and am looking forward to have more."*

*"The course, via the coach and the interaction with other women peers, hello make a call to action."*

*"This course triggered me to rethink what I want to do in my career and to take charge of my career growth."*

*"Excellent presenter. I love the sharing from everyone and the tips are practical and easy to implement."*

*"The only feedback I have is we need more of these sessions!"*

**This training course is fully certified by Evolution-U.**

**For more information & reservations please contact Jessica  
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