

Career Mapping and Employability Skills: Your Path to Professional Success



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Introduction

Whether you're just starting your career, seeking a change, or aiming to advance in your field, this presentation is designed to equip you with the tools and strategies to navigate today's competitive job market with confidence.

In this session:

1. We will explore how to strategically map your career
2. Identifying your strengths, setting SMARTER goals
3. Discuss how skill gaps can be bridge.
4. You'll also learn how to craft standout CVs and cover letters that beat applicant tracking systems and impress recruiters.
5. Beyond that, we'll dive into the essential skills—both technical and soft—that employers truly value, using the **SPELL** Framework as your guide.

Finally, we'll discuss actionable strategies to unlock local and global opportunities, from building a strong personal brand to leveraging networking and remote work trends.

By the end of this session, you'll leave with a clear roadmap to take charge of your professional journey—because success doesn't happen by accident; it's built with intention.

Defining Career Mapping: Charting Your Professional Course

Self-Assessment

Identify your strengths, skills, values, and passions.

Continuous Learning

Embrace ongoing skill development and adaptation.



Industry Research

Explore trends and opportunities in your desired field.

Goal Setting

Set SMARTER (Specific, Measurable, Achievable, Relevant, Time-Bound, Empowering and Rewarding) career goals.

Action Planning

Outline concrete steps to achieve your objectives.

Career mapping is a strategic process for defining career goals and outlining steps to achieve them. It provides clarity, identifies skill gaps, enhances motivation, and accelerates professional growth.

CV Structuring: Building Your Professional Blueprint



Standard Sections

Name, Contact Details, Summary, Work Experience, Education, Skills, Achievements, Projects.



High Impact

Recruiters spend 7.4 seconds initially reviewing a CV.



Clean Format

Concise, reverse chronological, use strong action verbs.



Length

Aim for 1-2 pages maximum for entry-level professionals.

Tailoring Your CV: Beating the Bots and Impressing Recruiters



ATS Optimisation

Use keywords from job descriptions to pass Applicant Tracking Systems. 75% of CVs are rejected by ATS.



Customisation

Highlight relevant experience for each specific role.



Quantify Achievements

Use numbers and metrics (e.g., "Increased sales by 15%").



Proofread Diligently

Regularly update and check for errors. Recruiters dislike typos.

Tailoring your CV is crucial for standing out. Optimising for ATS and customising content are key strategies.

Writing Winning Cover Letters: Your Personal Pitch



Introduction

Introduce yourself and highlight qualifications and achievements.



Structure

Address the hiring manager, strong opening, body, and call to action.



Personalisation

Research the Company and tailor your cover letter to fit.

THE SPELL FRAMEWORK

THE KEY SKILLS FOR MARKETPLACE SUCCESS



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The SPELL Framework is a holistic model that outlines the Key Skills to Win in the Marketplace by focusing on five vital domains of personal and professional development:

1. Soft Skills.
2. People Management Skills.
3. Employability Skills.
4. Leadership Skills.
5. Life Skills.

Each pillar equips individuals with critical skills that contribute to long-term career success and personal growth. Together, these five skill sets form the SPELL Framework, a powerful blueprint for thriving in the competitive world of work and life.

By developing these skills, individuals not only enhance their career prospects but also build resilience, adaptability, and the capacity for continuous growth.

Soft Skills

Soft Skills are personal attributes that enable you to communicate effectively, collaborate well, and navigate interpersonal relationships at work.

- 1. Communication:** Expressing ideas clearly and listening actively.
- 2. Emotional Intelligence:** Understanding and managing your emotions and those of others.
- 3. Adaptability:** Adjusting to change and being flexible in new situations.
- 4. Critical Thinking:** Analysing information to make logical decisions.
- 5. Time Management:** Prioritising tasks and meeting deadlines.

People Management Skills

People Management Skills encompass the skills needed to lead, motivate, develop, and coordinate teams or individuals to achieve organisational goals. These skills focus on directing and supporting others' performance.

- 1. Delegation:** Assigning tasks to the right people based on their strengths.
- 2. Conflict Resolution:** Mediating disagreements and creating solutions that work for everyone.
- 3. Coaching and Mentoring:** Guiding team members to grow and improve their skills.
- 4. Motivating, Energising and Inspiring:** Encouraging and energising team members to perform at their best.
- 5. Performance Feedback:** Giving constructive, actionable guidance to improve team performance.

Employability Skills

Employability Skills are the skills that make an individual more attractive to potential employers and enhance their ability to secure and maintain employment. These are transferable skills valued across industries and positions. They make you an asset to any employer, and they show that you can get the job done efficiently and work well in a professional environment.

1. **Professionalism:** Demonstrating integrity, respect, and accountability.
2. **Problem-Solving:** Finding effective solutions to challenges.
3. **Teamwork:** Working cooperatively with diverse groups toward shared goals.
4. **Work Ethic:** Being reliable, diligent, and committed to delivering quality results.
5. **IT & Digital Literacy:** Using basic software tools and adapting to new technologies.

Leadership Skills

Leadership Skills involve the capacity to inspire, influence, and guide others toward a shared vision or goal. These skills enable someone to take initiative and drive positive change within organisations.

1. **Self Leadership:** Ability to lead oneself and objectively evaluate oneself/work.
2. **Visionary Thinking:** Seeing the big picture and setting a clear direction.
3. **Decision-Making:** Making choices that align with organisational goals and values.
4. **Integrity:** Demonstrating honesty, ethics, and consistency in actions.
5. **Strategic Thinking:** Developing long-term plans that anticipate future challenges.
6. **Empowerment:** Giving team members the autonomy and tools they need to succeed.

Life Skills

Life Skills are essential abilities for managing daily life, personal relationships, and long-term well-being. These skills extend beyond the workplace to support overall life success and fulfillment.

1. **Financial Literacy:** This is the knowledge and skill to manage personal and household finances wisely, making informed decisions about spending, saving, investing, and debt.
2. **Grit, Resilience & Tenacity:** Grit, resilience, and tenacity describe the inner strength to stay determined and bounce back from hardships, while steadily working toward goals despite obstacles.
3. **Self-Awareness, Self-Confidence & Assertiveness:** Self-awareness is understanding one's own emotions, values, and abilities. Self-confidence is belief in one's capabilities. Assertiveness is the skill to communicate one's needs and viewpoints clearly and respectfully.
4. **Personal Wellness & Well-Being Management:** Personal wellness and well-being management is the active practice of caring for one's physical, mental, emotional, and social health to maintain balance and energy.
5. **Goal Setting:** Goal setting is the practice of identifying clear, specific objectives and creating actionable plans to achieve them.

The Importance of the SPELL Framework

The **SPELL Framework** addresses not just one aspect of career growth, but five:

1. **Soft Skills** enhance interpersonal effectiveness.
2. **People Management Skills** enable you to inspire and lead.
3. **Employability Skills** ensure you can contribute real value and stay employable.
4. **Leadership Skills** prepare you to take initiative and make strategic decisions.
5. **Life Skills** help you manage yourself so you can consistently perform at your best.

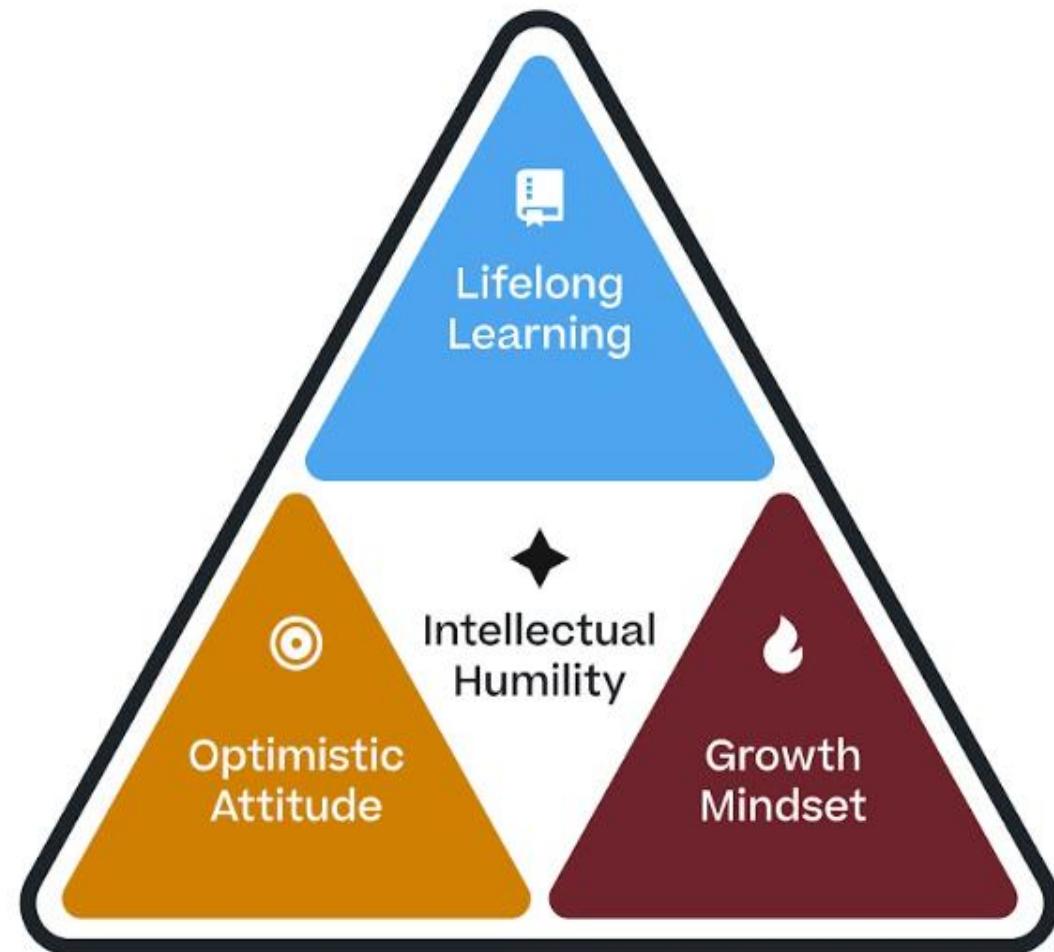
The **SPELL Framework** integrates the most important human competencies that drive career success and personal excellence. By developing these skills, you not only enhance your career trajectory but also gain the capacity to thrive in any environment, embrace new opportunities, and build a meaningful, impactful professional life.

Strategies for Attracting Local and International Job Opportunities

- 1. Develop a Strong Personal Brand:** A strong personal brand differentiates you from other job seekers by showcasing your unique skills, values, and professional identity.
- 2. Develop a Strong Online Presence:** An active and professional online presence increases visibility to recruiters and employers globally.
- 3. Expand and Nurture Your Network:** Networking opens doors to unadvertised job opportunities and referrals.
- 4. Upskill and Align with Market Needs:** Employers seek candidates with relevant and in-demand skills.
- 5. Leverage Recruitment Agencies and Job Platforms:** Specialised agencies and job boards can connect you with local and international roles.
- 6. Customise and Optimise Your CV and Cover Letter to Each Application:** Tailored applications significantly improve response rates.
- 7. Pursue Remote and Freelance Opportunities:** Freelancing and remote work expand job possibilities beyond geographical limits.
- 8. Prepare Thoroughly for Interviews:** Confident and well-prepared interview performance increases hiring chances.

By implementing these strategies, you can enhance your visibility, competitiveness, and success in securing both local and international job opportunities.

The Career Intentionality Model as the Career Mapping Anchor



The Career Intentionality Model as the Career Mapping Anchor (2)

Career development, growth, and advancement are rarely accidental. They are the result of **purposeful action and disciplined execution** to ensure that every career move aligns with long-term aspirations.

The Career Intentionality Model is a framework that emphasises a proactive and purpose-driven approach to career mapping.

Each component of this model plays a vital role in fostering a successful career that can withstand the challenges and changes inherent in today's dynamic workplace.

The components of this model—Lifelong Learning, Intellectual Humility, Growth Mindset, and Optimistic Attitude—work together to empower individuals to navigate and excel in their careers while preventing **career obsolescence**.

Growth Mindset: Refers to the belief that abilities and intelligence can be developed through dedication, hard work, and persistence.

Lifelong Learning: Engaging in ongoing learning and development, seeking out new experiences, knowledge, and skills, and applying them in practical ways.

Intellectual Humility: Recognising the limitations of your knowledge, being open to learning from others, and acknowledging the complexity of issues.

Optimistic Attitude: Approaching challenges with a positive and hopeful outlook, believing in your ability to learn and grow, and maintaining a resilient spirit in the face of adversity.

Conclusion

As we wrap up today's session, remember this: Your career is not a matter of chance—it's a matter of choice. The strategies we've covered—from career mapping and CV optimisation to mastering the SPELL Framework and leveraging global opportunities—are your blueprint for professional success.

Take action now:

1. Reflect on your strengths and goals using the SMARTER framework.
2. Revamp your CV and cover letter with ATS-friendly, achievement-driven details.
3. Invest in lifelong learning to stay ahead in a rapidly changing job market.
4. Engage your network and personal brand to open doors you never knew existed.

The future belongs to those who prepare for it today. So, go forth with clarity, confidence, and the tools you've gained—and turn your career aspirations into reality.

Thank you for your time, and I'm excited to see where your journey takes you!