



Exploring Career Options Webinar

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Learning Outcomes



By the end of today's session you will be able to:



To explore career and job options.



What questions to ask yourself regarding career options?



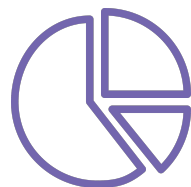
15 methods to analyse or discover career options.



How you can use temporary job or internships to gain experience.



Summary.





Workshop Rules



Be kind and courteous

01.

We are all in this together to create a welcoming environment. Please treat others with respect.

Respect other people in the group

03.

Respect other people's views and give each person time to talk.

Turn off mobile phones.

05.

Mobile phones should be turned off at the beginning of the workshop and should remain off until the end, except during breaks.

Please use appropriate and respectful language

02.

Do not use terms or swear words that others may find offensive.

Maintain privacy during the workshop

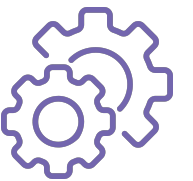
04.

Don't disclose sensitive information.

Ask questions at the end of the workshop

06.

There will be an opportunity at the end the workshop to ask questions. Please do not think any question you have is unimportant.



Job or Career

- Do you need a job or career?
- Job – something now that can pay the bills (short term).
- Career - an occupation or profession, that may one require special training or on-going professional development (long term).
- Be aware that You may have to start at entry level.



Do you really want a career change?

- Ask these questions before you take the plunge:
- What do you hate about your current job?
- What attracts you to another job?
- Do you enjoy anything about your current job?
- What has led you to your current job?



1. Career Blast Exercise

When looking for a new career, it is important to ask yourself many questions.

In this exercise write down your immediate response to the questions. Your first response is usually a truer reflection of how you feel.

Highlight the ones that are most important to you as these can help you focus on the factors that are most important to you.



1. Career Blast Exercise

- What do you want more of (in your professional life)?
- What do you want least of (in your professional life)?
- What do you know that you really want to avoid in your job/career?
- What do you like more/least about your current job (if applicable)?
- Do you want to take on more responsibilities at work?
- Do you want fewer responsibilities at work?
- Do you want to work in a pressure drive environment?
- Do you want to avoid target driven occupations?

*More questions on the career blast handout

2. Things you want / Thing you don't want

- Reference from the career blast exercise. You can use your own career questions.
- Draw out a table with 3 columns.
- Column one - career questions, column 2 - good and column three - bad.
- Place or write in your answers from the career questions.
- Then place your response in each of the columns.
- Make a note of what you have selected in the good column as this will give you an indication of your career goals.



3. Career Visualization

Visualize the following scenarios, what career do you see?

- Close your eyes – the postman puts a letter through your door, you open it, you have got the job you want, now read it out!

Or

You are at your retirement party; you have just left your career and you are talking to people about the things you accomplished during it.

- What are these accomplishments?
- What career are retiring from?



4. Speak to a career adviser or career coach

Career Service NI

Opening hours: Monday to Wednesday and Friday 9.00 am to 4.30 pm

Thursday 10.00 am to 4.30 pm (excluding public holidays)

Phone: 0300 200 7820

- **Carrickfergus:** Davys Street, Carrickfergus, BT38 8DJ
- **Belfast:** 56 Ann Street, Belfast, BT1 4EG
- **Ballymena:** Academy House, 121a Broughshane Street, Ballymena, BT43 6HY
- **Larne:** 59 Pound Street. Larne, BT40 1SB
- **Lisburn:** 71 Bow Street, Lisburn, BT28 1BJ

4. Speak to a career adviser or career coach

Career Services Contacts at F.E Colleges in Northern Ireland

- NRC: careers@nrc.ac.uk
- Belfast Met: careers@belfastmet.ac.uk
- SRC: mccourt@src.ac.uk or mcnally@src.ac.uk
- NWRC: finneen.bradley@nwrc.ac.uk or lynne.kelly-carton@nwrc.ac.uk
- SWRC: contact number: 028 8225 0109



4. Speak to a career adviser or career coach

- [Gems NI \(charity\) Belfast Based](#)
- [Donnan Coaching Services](#)
- [Trusted Coach Directory](#)
- [The Career Coach](#)
- [Personal Career Management](#)



5. Join career or job hunting groups on Facebook or LinkedIn

- Facebook and LinkedIn have different job & career hunting groups
- To locate these - use the search bar and type words like - career support, career group, job groups, job hunting group, jobs in Belfast, jobs in England, jobs in Scotland, job support groups.
- Look through the different groups, then select one or two and then request to join them. Once approved, you can become part of a community by sharing your job-hunting tips or asking for help.



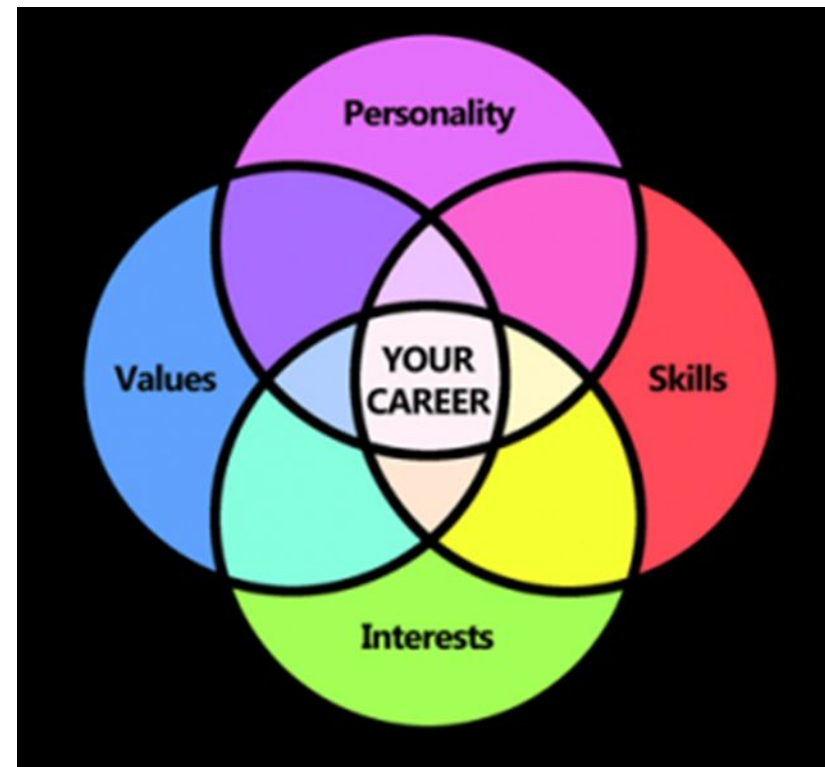
6. Talk to Family and Friends

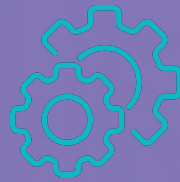
- Family and friends often know of an opening in places that they work in or have worked at (networking).
- They can also help to recommend you to potential employers.
- Ask family and friends to identify the skills and abilities that they see in you.
- Skills count and can help influence the type of job or career that you are looking for.



7. Complete some Online Career Assessments

- Online career assessments can be a useful tool for suggestion careers that match your preferences.
- <https://www.nidirect.gov.uk/campaigns/careers>
- <https://www.prospects.ac.uk/planner>
- <https://www.123test.com/career-test/>
- <https://profile.keirseey.com/#/b2c/assessment/start?partid=0>
- <https://www.careeronestop.org/Toolkit/Careers/work-values-matcher.aspx>





Take a Break



8. Explore Career Profiles

Explore different job profiles. Find out what is involved – tasks, rates of pay, skills ranges, qualifications etc.

<https://www.nidirect.gov.uk/services/careers-z>

<https://nationalcareers.service.gov.uk/>

<https://targetjobs.co.uk/careers-advice/job-descriptions>

<https://www.prospects.ac.uk/job-profiles>

<https://www.healthcareers.nhs.uk/career-planning/improving-your-chances/planning-your-career/self-assessment%20>

<https://www.bls.gov/ooh/> (USA)

9. Analyse job advertisements

- Job advertisements often contain a wealth of information such as –
- the types of duties,
- names of local employers,
- pay rates,
- personality and work traits,
- skills that you need to do the job,
- qualification and experience requirements.

Read the descriptions, thoroughly

- Are there any positions that you can see yourself doing?
- What are the things attracting you to this job?
- Are their positions you would consider upskilling for?



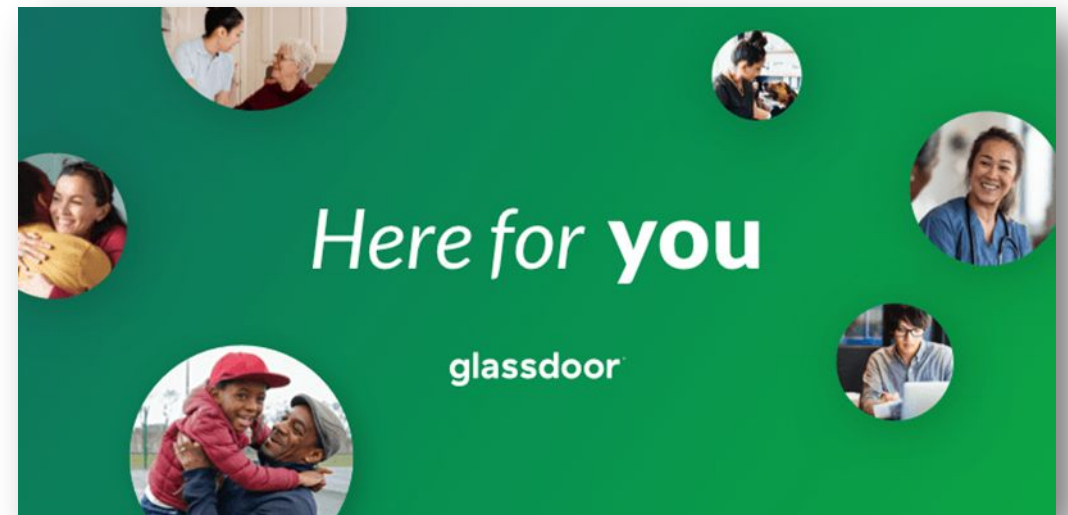
10. Analyse job categories (sectors)

- There are many different careers found in job sectors. Look at the different vacancies what are appealing to you?
- [NIJobfinder](#)
- [NIJobs](#)
- [Jobcentreonline](#)
- [4NI](#)
- [RecruitNI](#)

Job Category	Total NI Jobs Listed: 392
Please select a job category from the list below, the value to the right indicates the number of jobs available in that category. If logged in the numbers will reflect jobs available in NI search regions selected.	
Agri-Food / Food and Drink Processing	[41]
Care Assistant / Childcare	[370]
Catering and Hospitality	[137]
Cleaners / Domestics	[87]
Construction Trades	[80]
Drivers	[76]
Engineering / Craft Trades	[52]
Factory / Production Operatives	[62]
Hairdressing / Beauty Therapy	[14]
Health / Nursing / Paramedical	[72]
Information Technology	[20]
Managers and Administrators	[61]
Miscellaneous	[35]
Office Work	[98]
Other Skilled Trades / Semi-Skills	[72]
Professional and Executive	[173]
Sales Occupations	[112]

11. Research Companies

- Conduct some research on the companies that you would like to work
- <https://www.glassdoor.co.uk/Reviews/index.htm>
- <https://www.indeed.co.uk/companies>
- <https://workadvisor.co.uk/>



12. Use Google maps or yell.com

- Who are the local companies/employers in your areas?
- Are there any that you would consider working for?
- Look at their recruitment section on their website and read their latest news postings.
- Consider sending them a speculative application
 - CV and cover letter directly to them



13. Try and Test Out

- Consider volunteering or completing a short unpaid placement at an organisation.
- You will need to contact them directly.
- [Volunteer Now](#)
- [Student Volunteering](#)
- [Work Experience](#)
- [Reach Volunteering](#)



14. Internships or Temping

- Alternatively, you could look into some type of internship or sign up for temporary paid employment.
- Internships - Some organisations offer internships to students.
- Careers advisers at most universities or further education colleges should be able to give you a list of employers advertising internships.



14. Internships or Temping

- Temporary employment can also give you the chance to experience different types of work and you will also get paid for it.
- If you are looking for a list of recruitment agencies in the Belfast area - [click here](#)
- Or you can go to Google and type in recruitment agencies Belfast
- Or go to Yell.com and type in recruitment agencies Belfast



15. Academies

- The academies works with global companies that have current job vacancies available and offers pre-employment training to meet the skills needed for those jobs.
- If you're unemployed, underemployed, or want to change career, the assured skills pre-employment training programme can help you. Academy-style training will help you get a job by giving you the skills that expanding companies want.
- Training allowances
- When you're in a training academy, you:
 - will receive a weekly training allowance of £150
 - will be reimbursed weekly travel expenses
 - may be eligible for child care allowance

Usually advertise on
<https://www.jobcentreonline.com/JCOLFront/Home.aspx>



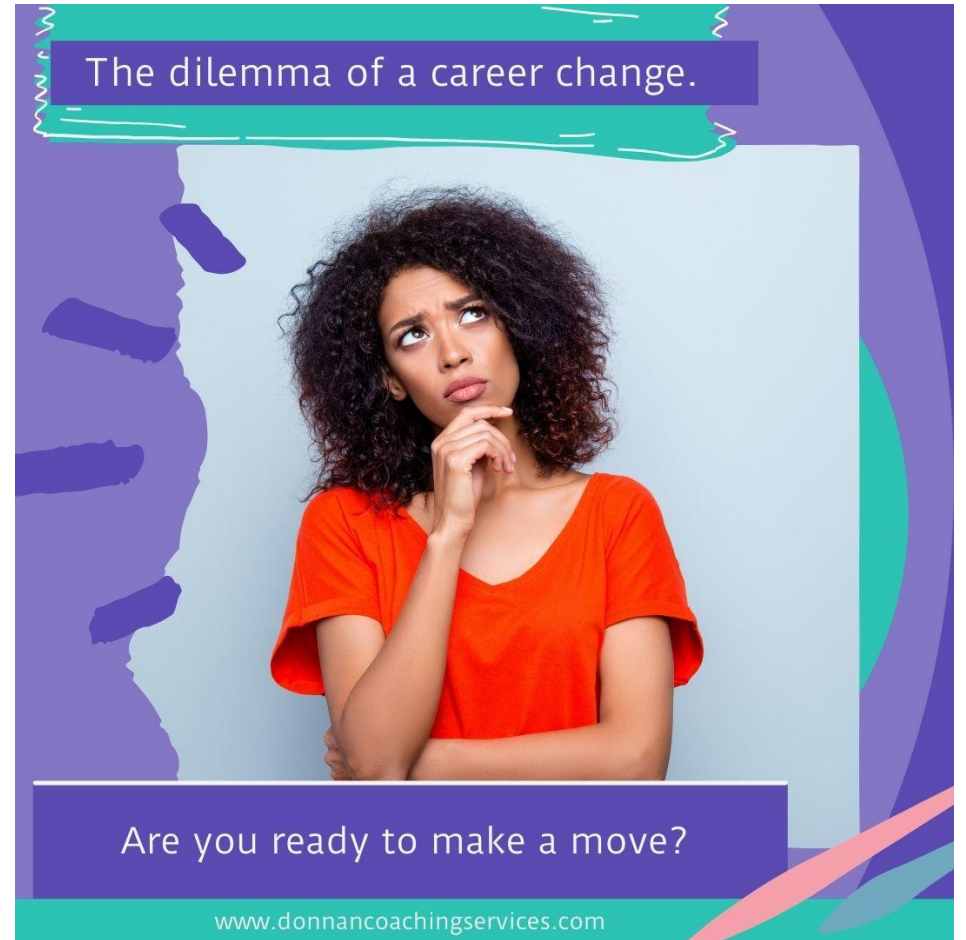
Current opportunities

The follow training academies are available:

Training programme	Location	Closing date for applications
Welding Academy	Portadown	30 April
Financial Services Academy	Belfast	7 May
Data and Applied Intelligence Academy	Belfast	9 May
Insurance Technical and Business Analyst Academy	Derry/Londonderry	10 May

Summary

- There are 15 career option strategies in this presentation
- Try some off them out.
- After using them, do you feel like you have realistic career options?
- For further reading career blog, [click here](#).



Summary



Making your next career move is an important step. You'll be in a different environment, with new colleagues, perhaps even learning new things.



If you're feeling stagnant in your current role or you can't see any opportunities to progress internally, then it may be time to consider taking a new direction in your career.



Use some of the career methods in this presentation, to weigh up your options.



Focus on setting yourself up to make an informed decision about what you want to pursue. Get clear on your objectives.



Would you like to arrange a one-to-one session?
Contact me at info@donnancoachingservices.com



Any Questions





Improve your interview performance

If you find that you still want to improve your interview performance, contact me at info@donnancoachingservices.com.

- ✓ Get comfortable communicating your skills and experiences.
- ✓ Coaching teaches you how to answer different interview questions and how to interact with potential employers.
- ✓ Improve your interview and career confidence.



A photograph of a woman with glasses and a light-colored shirt shaking hands with a man in a suit at a meeting table. The table is covered with papers, a smartphone, and a white mug. The background is slightly blurred, showing an office setting. The entire image is overlaid with a semi-transparent purple filter. A bright cyan circle is centered on the woman's face.

Thank You!