

“Most of us spend more time planning our annual holiday than our career”
Innes Henry

Who can help and support you?

Line manager – a supportive line manager will always have a genuine interest in your development as the result will be a more highly motivated, successful member of the team. Remember to book your Staff Review.

Staff Development – Check ‘Your Development at Bristol’ for a wide range of development opportunities. (You should have received a copy of this in early August.)
<http://www.bris.ac.uk/personnel/sdev/>

Specialist 1:1 career coaching – Sarah Musson (Research Staff) and Clare Brophy (all other staff) provide a careers service for staff which includes coaching, career review and planning. You can discuss your career in confidence whether you want to stay at UoB or leave.

Please contact them via email or by telephone to book an appointment.
Sarah.Musson@bristol.ac.uk
(Tel 0117 3317071)
Clare.Brophy@bristol.ac.uk
(Tel 0117 3317801)
<http://www.bris.ac.uk/personnel/researchstaff/careers>
http://www.bris.ac.uk/pwe/career_training_development.html

Performance coaching – If you don’t want to change job but recognise that there is an area of your performance that you wish to enhance or improve, performance coaching is available via the Staff Counselling Service. Book your appointment.
staff-counselling@bristol.ac.uk
(Tel 0117 9545704)
<http://www.bristol.ac.uk/staffcounselling/>



What is the University doing?

The University views the career development of all staff as central to the PWE agenda and ultimately the success of the organisation as a whole.

As well as committing resources into the development of professional careers advisory posts for all staff, the University is working on improved career pathways for Academic and Support Staff:

- Academic Career Pathways (<http://www.bris.ac.uk/personnel/reward/>)
- Career Framework Project for Support Staff. Resources have been committed and work has commenced on this exciting project. It will make clear what is required at different levels and in different roles to help you engage in appropriate training and development strategies.

What have we forgotten that’s important? As with the previous leaflets in this series (see below), your comments would be welcome. Please email pwe-feedback@bristol.ac.uk.

Previous leaflets, and storage

The previous leaflets in this series are *Making internal email a blessing rather than a curse*, *How to be an effective leader*, *Managing time more effectively*, *Dealing with bullying* and *Commuting made easier*. They are all available on the web via www.bristol.ac.uk/pwe/. If you would like a special folder to keep them in, email pwe-feedback@bristol.ac.uk and one will be sent to you.

Positive Communications

An initiative is under way to create a more positive working environment. A group of academics and support staff is leading the implementation of an improvement plan drawn up after a major staff survey.

One step the group is taking is to produce a series of advice sheets – called *Positive Communications* – on issues raised by staff. The advice will always be brief and practical.

If you need all or part of this publication in an alternative format, eg in Braille, in larger print or on tape, please call 928 7776.

Issue Six: Managing your career



Which way should you go?

You probably live a life under pressure. You have to juggle priorities and manage your time, now and again you promise your self time out to review where you're going, but for most of us change happens when it's forced upon us. Making time for review amidst a climate of change both within and outside the University is wise and can be surprisingly fun. No one else is going to do it for you. This leaflet will give you some pointers and signpost sources of support for you.

What are your values and motivators?

Often people move from one job to another with little consideration for what it is that they really enjoy and find meaningful. It might be worth asking yourself some of these questions.

- What do you want from life?
How can your career help towards this?
- Do you work to live or live to work?
- If you could be sure that you wouldn't fail, what would you do?
- What has really enthused you in your present or past job?

What are you good at?

If you have not stopped over the last year or so to review your skills, why not do so now? Recognise the skills that you currently use and

identify ones that you have used in the past and could revitalise.

- Write down your achievements. What skills did they involve?
- What out of work activities contribute to your skill set?
- Ask others what they consider your skills to be.
- Do you recognise your interpersonal and team working skills as well as your technical ones?

What about your personal and professional development?

- What new things have you learned recently, either inside or outside the University?
- Use the development opportunities on offer within the University. Did you know that

“The minute you begin to do what you really want to do, it's a different kind of life.”
Richard Buckminster Fuller

you are entitled to use one day a year for volunteer work?

- Ask yourself what you have learnt from personal experiences outside work.
- Are there activities you could undertake in your local community that would contribute to your development?

Practical tips to manage your career

- Realise that your life and your career are intertwined: you cannot plan them separately
- Keep an eye on your long term goals and periodically check if you are still working towards them
- Start a file or notebook to record activities, achievements and new skills

- Rebalance your current role to do more of what you excel at and enjoy
- If you cannot adapt your current job, can you gain new skills outside work?
- Block diary time now to do this reflection, even if you feel busy
- Plan a further review for 6 months time
- You might want to jot down one thing you are proud of before you leave work every day
- Enlist the help of one or two friends or colleagues to make it fun
- Use the sources of support available within the University (detailed over the page)