

Taking Control of Your Career

Getting Started

**Table of Contents**

[Getting Started](#GettingStarted) 3

[Your Information](#YourInformation) 3

[How to Use This Workbook](#HowtoUseThisWorkbook) 4

[Activities](#Activities) 4

[Purpose](#Purpose) 5

[Overview](#Overview) 5

**Getting Started**

**Before you begin, save this document with a title that includes your last name.** This will allow you to print and share it with a counsellor on the Career Resource Centre Team[[1]](#footnote-1) or your manager. After you complete each activity, save the document again so you do not lose your work.

**Your Information**

Now that you have saved this document, click each grey area and type the requested information:

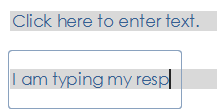
|  |
| --- |
| First name |
| Last name |
| Job title |
| Office or mission |
| Number of years you have you been working in your current position |
| Number of years you have been working in the UN System |

**How to Use This Workbook**

**Activities**

Throughout this workbook, you will find activities to do on your own. When you see the computer icon, follow the instructions to complete the exercise. In some cases, you are directed to a website within or outside the UN. In other cases, you select an item or box from a list. In most cases, you enter your response by typing.

To enter a response, click the grey box enter the information requested, as shown here:



**Purpose**

This workbook is a tool to help staff maximize their potential. It is designed to help you identify problems and challenges in their career paths and to discover ways to address them.

This workbook will help you:

* Reflect on your career and map out steps to pursue your career aspirations at the UN
* Assess your competencies and how to strengthen them
* Explore steps which may enhance your career development at the UN
* Identify obstacles to managing your career at the UN and ways to remove them

**Overview**

“Taking Control of Your Career” consists of 9 activities divided into 3 parts:

**Part 1: Career Planning and Advancement**

Activity 1: Knowing Yourself and What You Want

Activity 2: Ingredients for an Action Plan

Activity 3: Career Plateaus

**Part 2: Career Tools**

Activity 1: Transferable Skills

Activity 2: Emotional Intelligence

Activity 3: Managing Your Reputation

Activity 4: Building Career Connections

Activity 5: Courage at Work

**Part 3: Career Transitions**

Activity 1: Understanding the New World of Work

Each activity will take 30 to 90 minutes to complete.

Staff members can take all activities or only the ones most relevant to them.

1. To contact the Career Resource Centre Team, call +1 212 963 9500 or email [uncareercoaching@gmail.com](mailto:uncareercoaching@gmail.com).   
   Please note that Skype sessions with career counsellors are available for staff at offices away from Headquarters. [↑](#footnote-ref-1)