



## Career Planning and Development Training Program

### Program Overview

The Career Planning and Development Training Program is designed to help professionals take charge of their career paths, set achievable goals, and acquire the skills necessary for long-term success. This program provides participants with essential tools and strategies for self-assessment, goal setting, skill development, and navigating career transitions. By fostering a proactive approach to career growth, this program empowers individuals to maximize their potential and thrive in an evolving workplace.

### Program Objectives

Upon completing the program, participants will:

- Understand the principles of effective career planning and goal setting.
- Develop skills for self-assessment, identifying strengths, and recognizing growth areas.
- Learn to set actionable short- and long-term career goals.
- Gain insights into skill-building, networking, and career development strategies.
- Build resilience and adaptability to navigate career transitions successfully.

### Who Should Attend

This program is ideal for:

- Professionals seeking to take a proactive approach to career growth and development.
- Individuals at any career stage, looking to set and achieve career goals.
- Managers and team leaders wanting to support their team's career development.
- HR professionals and career coaches who assist others in career planning.

### Program Content

#### Module 1: Foundations of Career Planning

- The importance of proactive career planning and personal growth
- Understanding career stages and setting a clear direction
- Key factors influencing career satisfaction and success

#### Module 2: Self-Assessment and Identifying Career Strengths

- Conducting a personal skills inventory and identifying strengths
- Understanding areas for development and setting priorities

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- Tools for self-reflection and career alignment

#### Module 3: Setting Career Goals and Developing a Plan

- Goal-setting techniques for both short- and long-term objectives
- Creating actionable career roadmaps for measurable progress
- Balancing ambition with realistic, achievable goals

#### Module 4: Building and Developing Key Skills

- Identifying skills essential to career growth in various fields
- Techniques for continuous learning and skill enhancement
- Resources for self-directed learning and professional development

#### Module 5: Networking and Relationship Building

- Strategies for building a strong professional network
- Techniques for establishing mentorship and seeking guidance
- Leveraging connections for career opportunities and growth

#### Module 6: Managing Career Transitions and Resilience

- Preparing for career transitions and navigating change
- Building resilience and adaptability in an evolving workplace
- Handling challenges and setbacks constructively

#### Module 7: Work-Life Balance and Personal Well-Being

- Strategies for balancing career ambitions with personal well-being
- Setting boundaries to maintain a healthy work-life balance
- Personal well-being as a foundation for sustained career success

### **Delivery Format**

This program is available in two flexible formats:

**In-Person Workshop:** A hands-on, interactive workshop with group discussions, exercises, and personalized feedback.

**Virtual Live Sessions:** Instructor-led online sessions, allowing remote participants to engage and collaborate in real-time.

**Self-paced E-learning**

### **Course Materials**

Participants will receive:

- A detailed career planning workbook covering all modules.
- Self-assessment tools, goal-setting templates, and career planning checklists.
- Access to additional resources, including readings, exercises, and career development guides.

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- Worksheets for creating a personalized career development plan.

**Program Duration**

In-Person Workshop: 2-day intensive workshop with hands-on activities.

Virtual Live Sessions: 2-day immersive learning

Self-paced E-learning

**Certification**

Upon successful completion of the program, participants will receive a Certificate in Career Planning and Development, acknowledging their commitment to personal and professional growth.

**Enrollment and Fees**

Program Fee: NGN675,000 per participant (In-Person and Virtual Live Sessions) | NGN485,000

For group registrations, corporate training options, or more information, please contact our admissions team at [info@hrondeckservices.com](mailto:info@hrondeckservices.com) or call +2349044642114

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