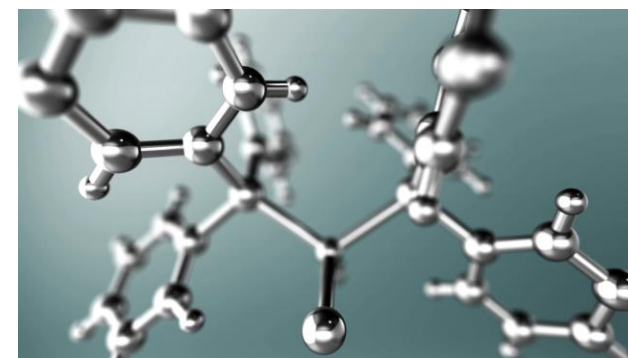


Careers

“A Holistic Approach”

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AIMS AND OBJECTIVES

Aims

- Understand the value of career management in Holistic way

Objectives

- Tools and resources available to manage your career
- How to manage your career holistically

CAREER AND CAREER DEVELOPMENT

What is Career?

A person's course or progress through life.

It also pertains to their occupational or professional that usually involves special training or formal education and is known as a person's life work

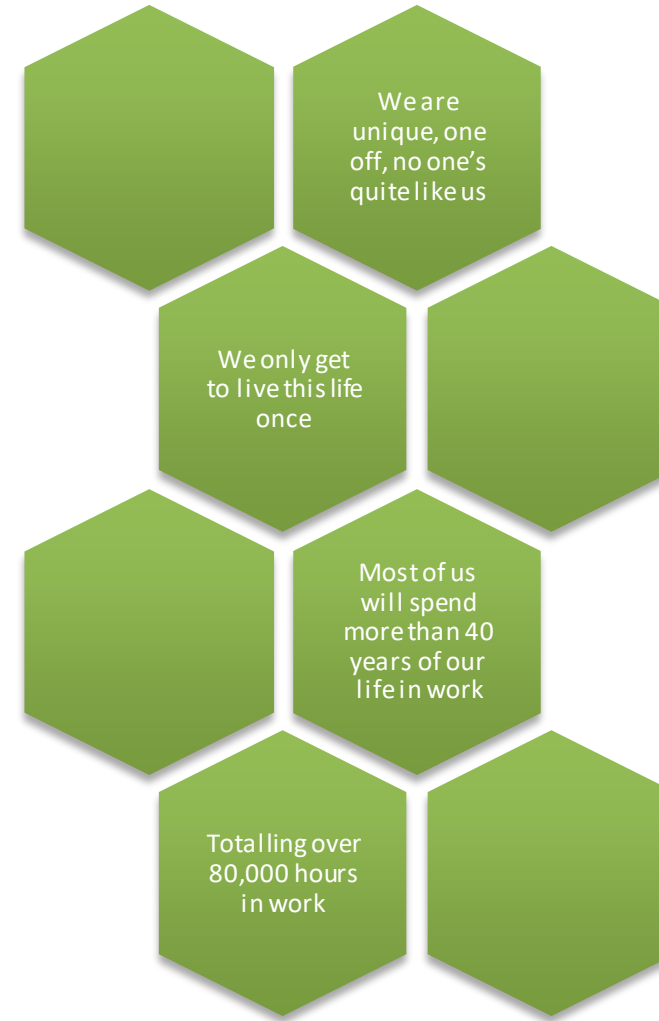
What is Career Development/Management?

Career development/management is an ongoing process of gaining knowledge and improving skills that will help an individual to establish a career plan

WHAT'S THE OPPOSITE OF MANAGING YOUR CAREER

| | |
|-----------|--|
| Plan | Never plan for the future |
| Follow | Follow the crowd |
| Choose by | Choose by influence of others |
| Accept | Accept the parents' verdict (decision) |
| Get | Get tempted by current trends |
| Jump | Jump into any career |
| Lack | Lack motivation |
| Fail | Fail to discover themselves |
| Live in | Live in a daydream |

WHY SHOULD WE BE ACTIVELY MANAGING OUR CAREER



The meaning of the word “holistic,” as defined by the Oxford Dictionary, is the “comprehension of the parts of something as intimately interconnected and explicable only by reference to the whole.” In simple terms, holistic means considering the whole of a thing – not just the individual parts.

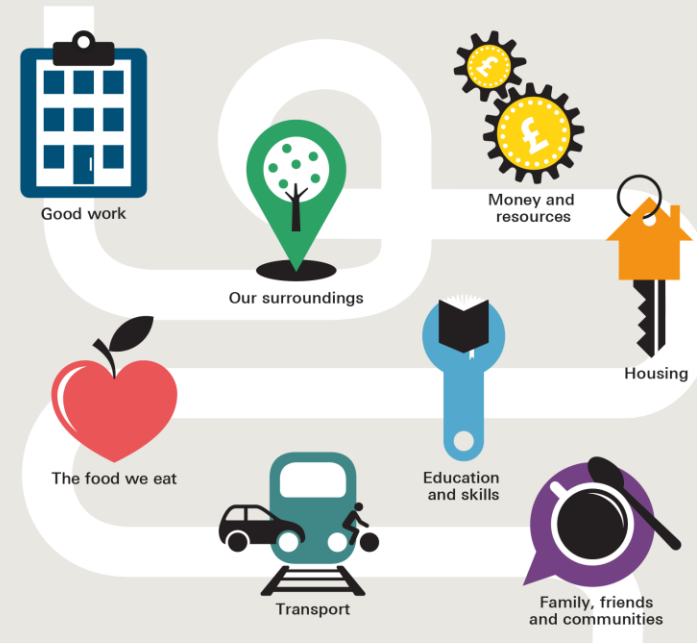
Studies are constantly proving the mind-body connection and how our thoughts can trigger biochemical reactions within our body, sometimes causing disease. Recognizing how one can affect the other in both positive and negative ways, we as career practitioners and supervisors can help our clients to live and work more holistically. A study conducted by the Harvard Business Review and the Energy Project surveyed over 12,000 employees and found that employees tend to be remarkably more satisfied and productive when four of their core needs are met. These core needs include **physical, emotional, mental, and spiritual** and the more that are met, the higher the engagement, loyalty, job satisfaction, and optimism of employees.



What makes us healthy?

Good health matters, to individuals and to society. But we don't all have the same opportunities to live healthy lives.

To understand why, we need to look at the bigger picture:



The healthy life expectancy gap between the most and least deprived areas in England is over **18** YEARS

Find out more: health.org.uk/what-makes-us-healthy

HOLISTIC CAREER MANAGEMENT

There is more to our lives than our careers alone and more to our careers than simply earning a living. There is the consideration of doing meaningful work, which feeds our soul, and being challenged and continuously learning, which feeds our minds. Then there are external factors to consider that also affect, or are affected by, our careers; for example, our family and culture, the labour market, and our geographic location



Career

that motivates you
and inspires a
higher purpose



Healthy Food
to energize and
fuel your body



Fun Fitness
to keep your body
active and strong



Spirituality
to soothe and
comfort your soul



Relationships
to nurture and
uplift you



Home Environment
that relaxes and
welcomes you



HOLISTIC CAREER MANAGEMENT

Now that we have addressed the person as a whole, we also need to look at the external factors that can affect our clients and their careers. Some of those external factors may present barriers and we can help our clients seek solutions – if possible – to move past such obstacles.

For example, one of my clients had been offered her dream job on the Isle of Man; however, her children were young, and although their grandparents would be available to babysit them during the day, her husband was settled in his job and would not have any job prospects on the island. The decision would affect the family as a whole, and geographic location and community were also factors. While we should never, as career practitioners, steer clients toward a specific decision, we can empower them by providing tools and resources to assist in making their own decisions.

Holistic career development takes not just the whole person into account, ensuring that some – if not all – of our core needs are met, but it also takes external driving forces into consideration.





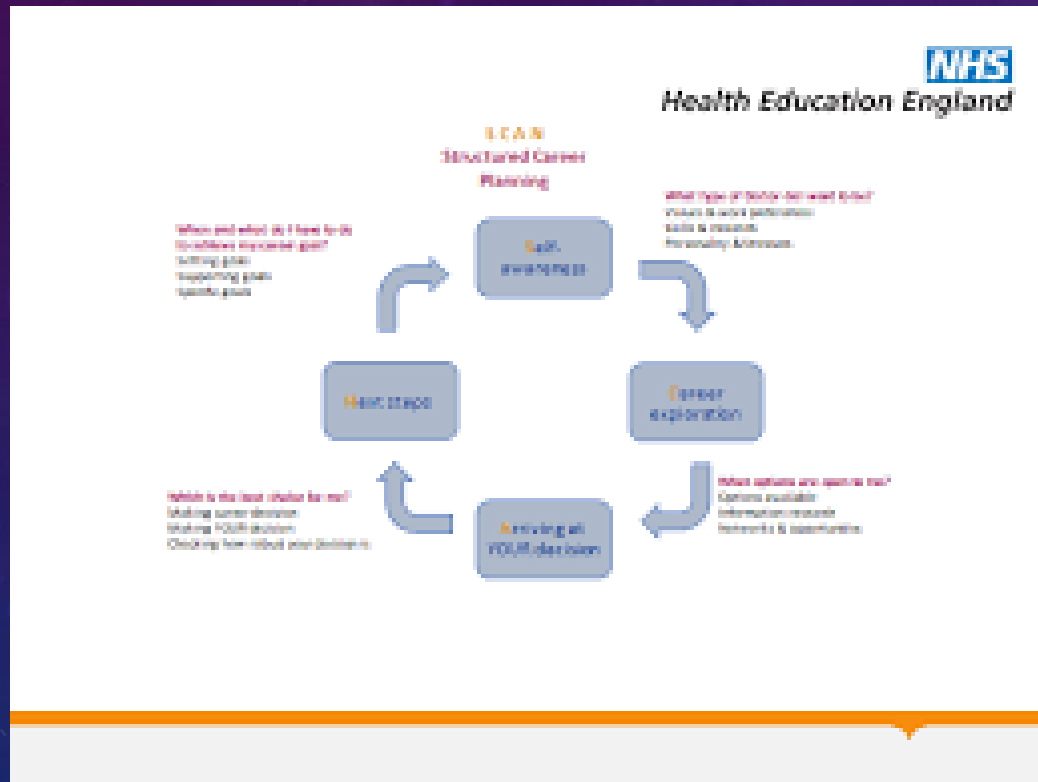
HOLISTIC CAREER MANAGEMENT

Allow ourselves and our trainees to find meaning in their work. Finding work that we are passionate about or that gives us meaning is good for our soul. It gives us a sense of connection or purpose.

Encourage ourselves and our trainees to participate in daily physical activity. The benefits of moderate exercise include stress reduction, increased energy, improved sleep, and disease management or prevention. Exercise also boosts our mood.

Engage in professional development and continuous learning. Learning not only feeds the mind, but it also helps our trainees develop and strengthen their skills.

THE CAREER DECISION MAKING PROCESS

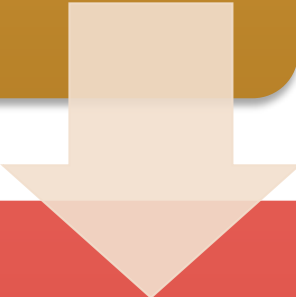


TODAY IS ALL ABOUT MANAGING OUR CAREERS

- Being aware of one self at the beginning of one's career is key to getting into the right career.
- However as we move through life stages our priorities can change
- Hence the requirement of lifelong career management, some people have a five year plan or a career development plan to achieve their overarching goals but when priorities change this can be at conflict with our career goals. Thus the need to be able to adapt and rethink our plan to help us remain motivated. Hence the career development plan is referred to as a working document.
- The above is easy for the most self-aware amongst us. However for the rest of us there needs to be an active process that we go through to remain self-aware. When our work becomes difficult our motivation levels drop or we are constantly in a state of flux (anxiety) we need to do something. These are all prompts that we have left it a bit late and need to develop awareness of ourself.

RETAIN MOTIVATION LEVELS IN YOU, YOUR TEAM MEMBERS AND YOUR TRAINEES

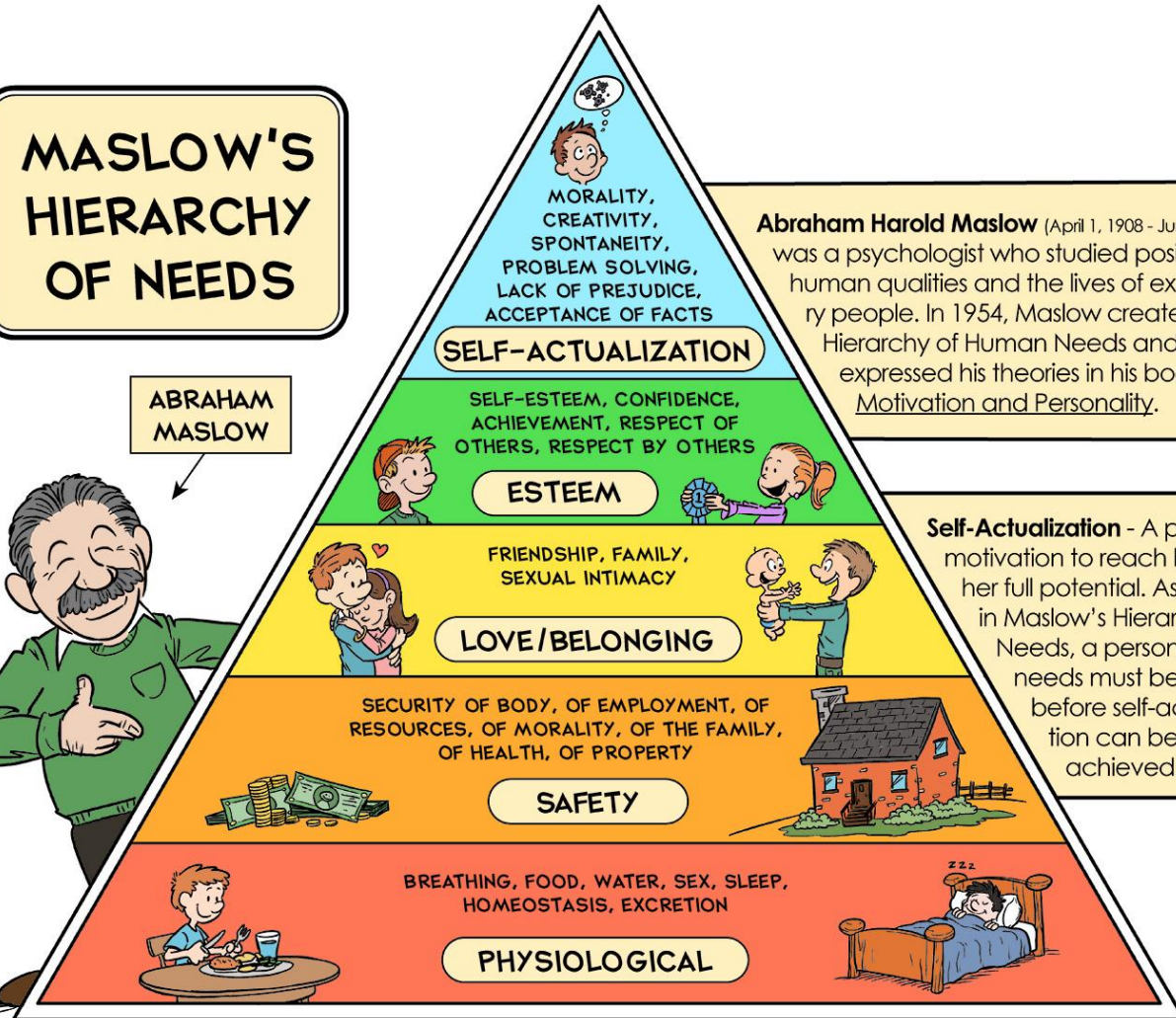
A career development conversation can be key to understanding yourself/other people's drivers and priorities



A holistic approach that looks at the individual and their needs can go a long way to address any barriers that may be getting in the way to them continuing in work.

MASLOW'S HIERARCHY OF NEEDS

ABRAHAM
MASLOW



Abraham Harold Maslow (April 1, 1908 - June 8, 1970) was a psychologist who studied positive human qualities and the lives of exemplary people. In 1954, Maslow created the Hierarchy of Human Needs and expressed his theories in his book, *Motivation and Personality*.

Self-Actualization - A person's motivation to reach his or her full potential. As shown in Maslow's Hierarchy of Needs, a person's basic needs must be met before self-actualization can be achieved.

HIERARCHY OF NEEDS

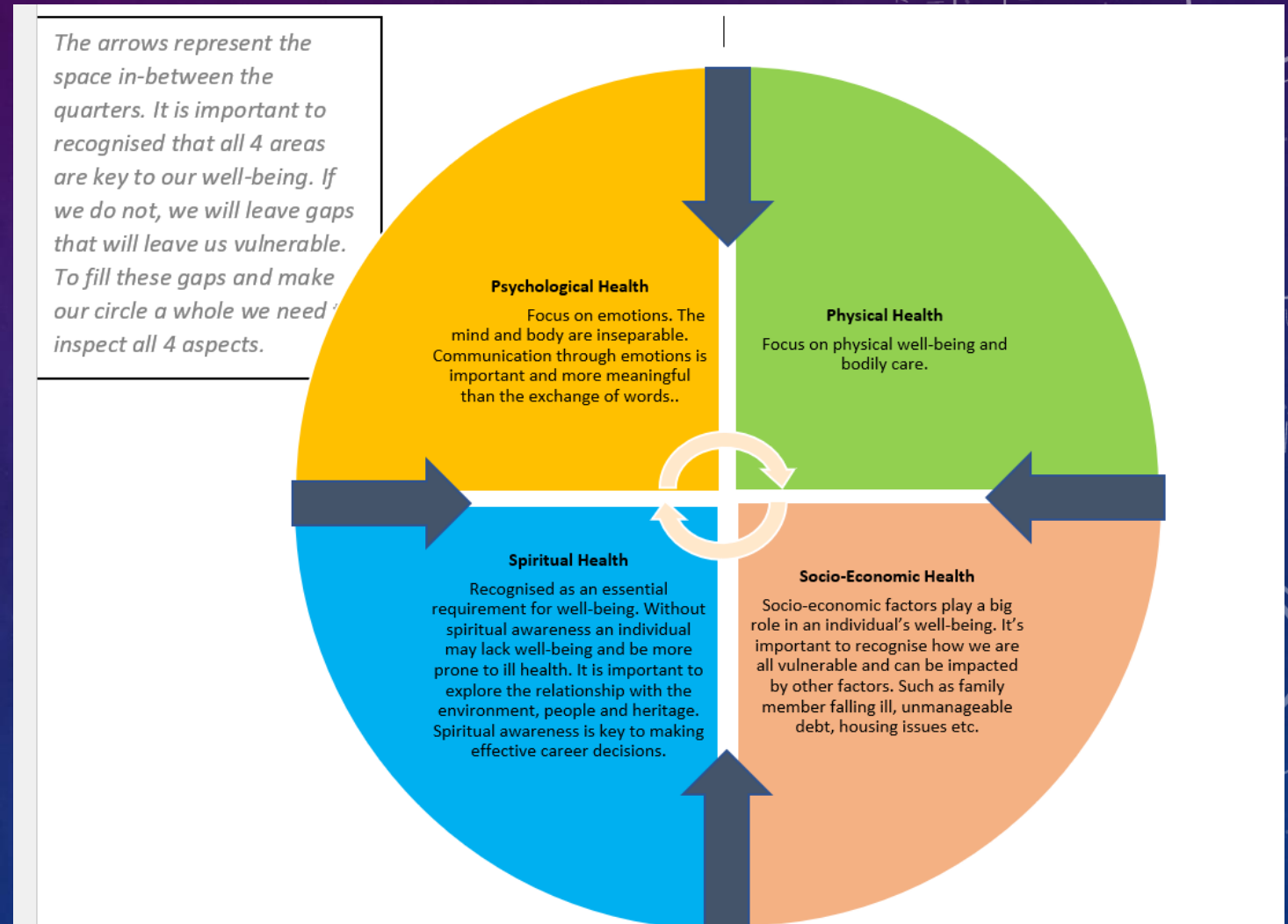
- Although many believe it to be flawed it is very easy to understand and highlights the importance of basic needs in ensuring that individuals can fully function.
- Almost all Employability and coaching programmes across the world check the presenting needs of the individual as well as checking if their base needs are also being met.
- A simple check of an individual ensuring that you fully understand their situation is key to supporting an individual

Case Study Example:

- There is very little point in helping someone create a plan to get promoted when they struggle to get in every morning. A basic assumption would be that they are tardy and they'll be okay once they have more responsibility.
- A similar assumption led to an individual being relieved of their duty.
- On their exit interview it was learnt that they were caring for their mother and her carers start times conflicted with his. A 15 minute later start and later finish is all that he needed.
- A flexible work policy could have avoided this.

THE FOUR CORNER OF THE HOLISTIC CAREER COUNSELLING CIRCLE

Whilst researching careers and wellbeing I realized a need for something that address both and ended up developing my own theory which equally weighs all facets of our health to help us understand and manage our careers.



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- “On average, around 9% of people changed jobs each year between 2000 and 2018; this ranged from a post-recession low of around 5.7% in 2010 to a high of around 10.9% in both 2017 and 2018.”
<https://www.ons.gov.uk/economy/nationalaccounts/uksectoraccounts/compendium/economicreview/april2019/analysisofjobchangersandstayers>
 - The data is clearly showing that more and more people are changing careers now than what they did before. There is a lot of research out there suggesting a whole host of reasons for this but all of them highlight motivation and life changes as important factors. I have worked on many projects like the Fuller working lives
(https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/648979/fuller-working-lives-evidence-base-2017.pdf)
 - Where I have learnt that people change careers for many reasons. These reasons tend to be varied however the reasons can be categorised as identified in this theory.
 - The census provided us raw data on people’s careers and how they are always in a state of flux and our wellbeing can be a key to us understanding what is going for us thus helping us manage our careers better.

THE FOUR CORNER OF THE HOLISTIC CAREER COUNSELLING CIRCLE

- A lot of the change seems to be fuelled by emotions and motivational levels that individuals don't fully understand. Hence the need for a tool that help us manage our careers whilst considering our emotions and motivations.
- The Four Corners model can be applied to any health issue, whether it involves physical or psychological well-being.



Psychological Health



Focus on emotions. The mind and body are inseparable. Communication through emotions is important and more meaningful than the exchange of words. Emotional Intelligence needs to be developed in supervisors, educators and careers leads to be able to support others. Recognising emotions in their voice is key to this and reacting tactfully in the moment and not ignoring them would lead to better outcomes.



PHYSICAL HEALTH



FOCUS ON PHYSICAL WELL-BEING AND BODILY CARE. NO, YOU ARE NOT DOING HEALTH ASSESSMENT AND NOT MAKING COMMENTS ON THEIR WEIGHT. THE IDEA IS TO RECOGNISE ANY PHYSICAL DECLINE YOU MAY HAVE OBSERVED IN THEM AND MAKING THEM AWARE THAT YOU HAVE NOTICED. FOR EXAMPLE, IF YOU NOTICE A TRAINEE IS COMING INTO WORK WITH RED EYES AND HAS A LOW MOOD. IT WOULD BE BENEFICIAL FOR YOU TO ASK IF THEY ARE OKAY AND THAT YOU HAVE NOTICED THAT THEY LOOK TIRED.



Spiritual Health

Recognised as an essential requirement for well-being. Without spiritual awareness an individual may lack well-being and be more prone to ill health. It is important to explore the relationship with the environment, people and heritage. Spiritual awareness is key to making effective career decisions.

In essence an understanding of one's values and interests is key to developing an awareness of one's drivers. If one is struggling to align one's drivers with their role, they will eventually lose the motivation to carry on or develop anxiety.

Socio-Economic Health

Socio-economic factors play a big role in an individual's well-being. It's important to recognise how we are all vulnerable and can be impacted by other factors. Such as family member falling ill, unmanageable debt, housing issues etc.

Social and economic factors, such as income, education, employment, community safety and social supports can significantly affect how well and how long we live. We are all different and some of us can manage fine with 100 things going wrong for us, but others struggle with something minute. It is important that we support one another. We are not intervening unless there is a safeguarding issue but giving them the space and time to be heard and explore solutions can be instrumental in them resolving their issues. In some cases, signposting to services maybe required.



HOW TO USE THE TOOL

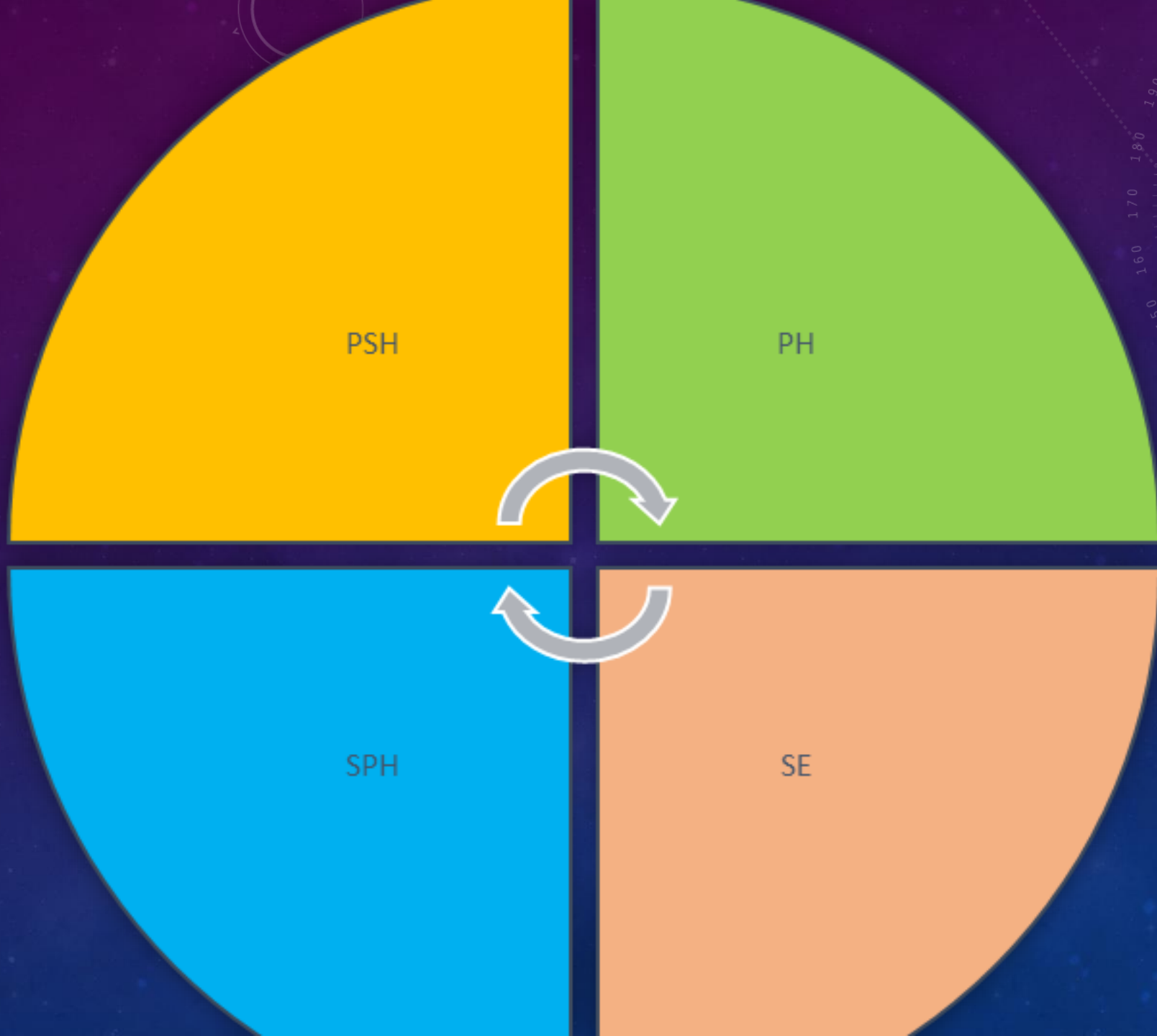
The aim is not a full assessment of these areas but to ensure that we are making space for them in our conversations.

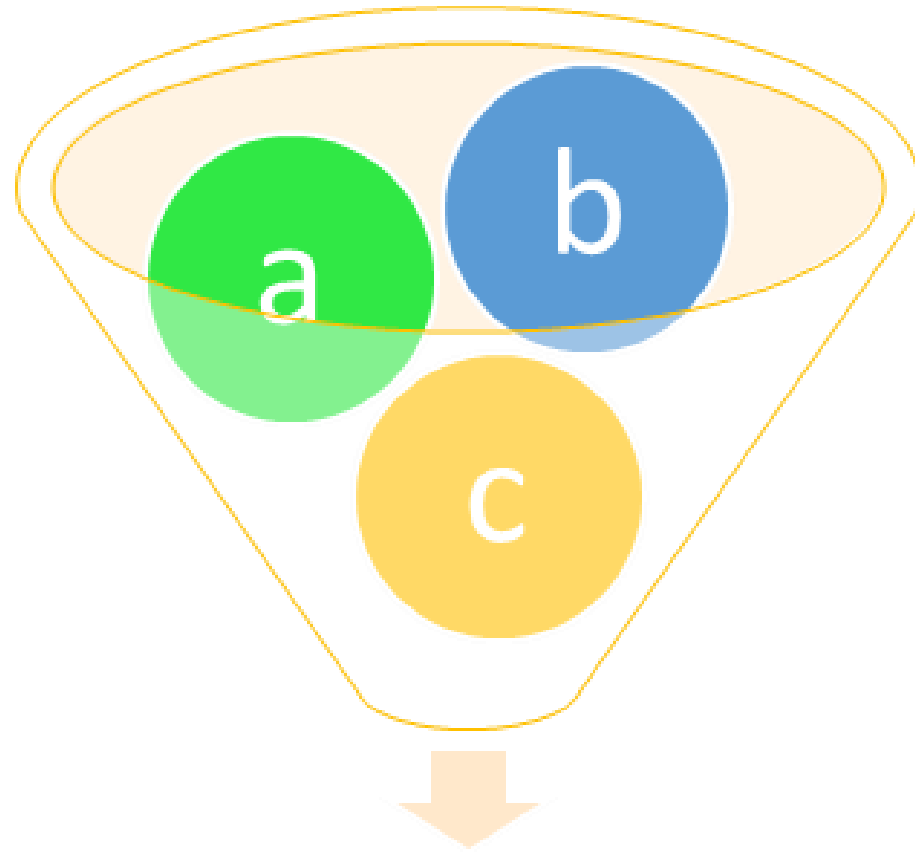
Being observant and spending the first portion of a meeting would be wisely spent and will help build Rapport thus making the rest of the meeting more beneficial.

In practice covering these areas take very little time and “how are you doing?” can be sufficient an open question to get you going and only interjecting if you have observed or noticed something in their voice or behaviours which is incongruent to what they are saying.

In any such conversations it is important to improve our offer to others. The challenge in this portion of any meeting is to be to be genuinely there for them. Developing good listening skills and providing them the conditions to speak and be heard. A rule of 70/30 would be great where you only speak for 30% of the time if not less and spend your time in deep listening.

This tool can also be given to an individual to enable them to explore what is going on for them. Helping them identify the issues that are affecting them. They can then look at the issues and find solutions to them.





Actions to be taken

HAVE A GO



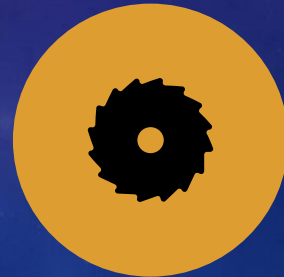
Please take 10 minutes to have a go of the 4 corners tool



You will then go into breakout rooms to discuss the tool for a further 10 minutes



Discuss if the tool would be useful in conversations with your team members to help keep them motivated



Would you use this tool in a formal manner or informally?

MID LIFE CAREER REVIEW

- The mid-Programme review can help you understand your motivators and help you develop a career development plan. This is a tool that can also help you in having discussion with your subordinates to help retain their services, keep them motivated and help them manage their priorities



Health Education North West

Mid-Programme Review

Name _____

Trust _____

Current programme _____

What are the most Important issues for you now?

Rank the issues below for you in order of importance?

1=Most Important 14=Least Important

Mid-Programme Review

Rank 1-14

CAREER MANAGEMENT

How a well developed and up to date careers action plan can help you remain focused on your goals and help you manoeuvre the labour market in all its glory

CAREERS ACTION PLAN

USE THE NEXT 10 MINUTES TO CREATE A
SMART ACTION PLAN THAT ADDRESSES AT
LEAST ONE OF YOUR GOALS

| Career Development Plan | | | | |
|--|---------------------------------|--|---|-----------------------------|
| What is a Career Development Plan? The aim of creating a Career development plan is to document a process of self-analysis, personal reflection and honest appraisal of your strengths and weaknesses. | | | | |
| What do I want to learn? | What do I have to do? | What support and resources will I need? | How will I measure success? | Target date for review? |
| <i>Myself</i> | <i>Complete Self-assessment</i> | <i>I will need resources to enable me to reflect</i> | <i>Once I have completed an assessment and have developed understanding of myself</i> | <i>30th of October 2021</i> |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Short Term Goals | | | | |
| | | | | |
| Mid Term Goals | | | | |
| | | | | |
| Long Term Goals | | | | |
| | | | | |

CAREER DEVELOPMENT PLAN



DO YOU THINK THERE IS VALUE TO A
CAREER DEVELOPMENT PLAN FOR
YOUR OWN CAREER?



WOULD IT BE SOMETHING THAT
YOU WOULD ACTIVELY ADVISE
OTHERS OF USING?

To increase the likelihood of making successful transitions, career education and guidance needs to build on clients' knowledge of themselves and their potential for development. Developing self-awareness is key to creating balance and harmony in all aspects of life, including career development.



QUESTIONS

