



YOUR

CAREER

ACTION
PLAN



Your Career Action Plan

Han's Corporate Career Stages (Page 52)

- Age 15-24: Paper Chase: Getting ready
- Age 25-39: Early Career: How high can you go?
- Age 40-49: Mid-Career: Final chance to make it in Corporate
- Age 50-59: Late Career: Are you Plan B Ready?
- Age 60-69: New Career: Re-inventing yourself
- Age 70+: Game Changer: Changing the game to stay relevant

6 ways to move in a Company (Page 50)

1. Upwards
2. Sideways
3. Status Quo
4. Downwards
5. Out
6. Create a new role

Your Career Action Plan

1. What problem can you solve? (What makes you the #1 choice of bosses or buyers?)

2. What is your goal? (Why is it important to you?)

3. Action step plan to get there. (How many action steps? What resources do you need? Who will help you when you face challenges & obstacles?)

4. Taking decisive action to get there. (Did your action step plan go according to plan? How to ensure you get there, no matter what?)

5. Lessons learned from Steps 1- 4. (Did you achieve your goal? Will you do anything differently next time? Why, or why not?)

Career Action Plans

Sample #1 (Early career stage: Age 25-39)

I'm a new hire with little work experience. I'm hardworking, I work well with people & my word is my bond. When I say I'll do something, I'll get it done always. I aim to get promoted fast because it'll validate my action & effort. To do so, I must get into the promotion list. To do that, my performance must be outstanding. My boss must support & nominate me to be promoted.

Lessons learned: I didn't get promoted in my first company. However, I got promoted in subsequent companies that I joined. I learned that performance alone is not enough to get you promoted. People matter, especially the big bosses & colleagues, whatever their position. I must be positively visible to the big bosses & be perceived as an asset. If you believe in your work & put in 100%, you can achieve!

Sample #2 (Mid-career stage: Age 40-49)

I'm 43. I've been in my current role for 5 years. My progress in the company seemed limited as more digital natives joined the company. They communicate differently & are so adept online. I'm not manager material, but I'll like to be rewarded for my expertise & service. After much thought, I spoke to my boss. She referred me to her boss. He told me that whatever I choose, digital is a given. With his referral, I volunteered for the company digitalization taskforce. It was a smart career move.

Lessons learned: The learning curve is very steep as I was too comfortable in my current role. Luckily, my bosses were supportive. They gave me the time & space to learn new tech & apply on the job. The biggest takeaway? Visits to Tech companies. I saw how technology was taking over job tasks at an accelerated pace. Reduction in headcount is inevitable. It was a wake-up call! I am more valuable to the company than before, because of my new know-how & industry connections. I learned that it is critical to be market relevant, not just company relevant. It means embracing a #NJNS mindset as a way of life. The obstacle is the way. Don't suffer alone. When I'm stuck, I simply ask for help!

Sample #3 (Late career stage: Age 50-59)

At 56, I live in fear of being replaced because I'm often seen as "high pay, low skill". I didn't do anything wrong. I'm a loyal employee & did everything the Company told me to. I hope I could retire in my current role in a few years. I know hope is not a solution. Unless I can contribute tangibly to the Company, there is little incentive for the Company to keep me, even with Government grants. I was fortunate that a connection on LinkedIn referred me to a "lifelong earning" workshop. I learned that I must expand my mindset beyond a job & focus on earning a recurring income. That opens up new options. I discovered that I could leverage my assets as a seasoned Professional/Manager (eg. Experience, expertise, connections etc...) & use digital means to deliver solutions to companies. When I can do that, I can work remotely for any Company.

Lessons learned: For me, the digital journey was very tough. I take longer to learn & I have to unlearn many work habits that are now irrelevant. Eg. Keeping paper records. Focus helps. I only need to master one market platform & I can make a good living. Retirement is no longer a priority because I'm having fun. With my new worldview & new skills, I'm confident that no matter what comes, I can turn my know-how into income. Having an actionable Plan B will ensure that. Take ownership & get your Plan B done ASAP!