

EMPOWER MICRO COURSE

## 5 TECHNIQUES TO RECHARGE YOUR CAREER

45 MINUTE LEARNING



Empower micro courses are a great way for you to quickly learn key theories to experiment with for your career success.

Each topic gives you 5 steps for improvement.





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Conduct a career audit





# Introduction and Aim

There are so many things you can't control in your life and in your career, but there is one thing you can have total control over and that is how you decide to show up.

Deciding to back yourself and trusting in your ability to learn new things will help you to show up fully in your career. Being open to new opportunities and meeting challenges head on will gift you with growth and allow you to develop both personally and professionally. Just as life is a journey, so too is your career. Both need you to be an active participant - sitting on the sidelines would be a waste of all that you have to offer.

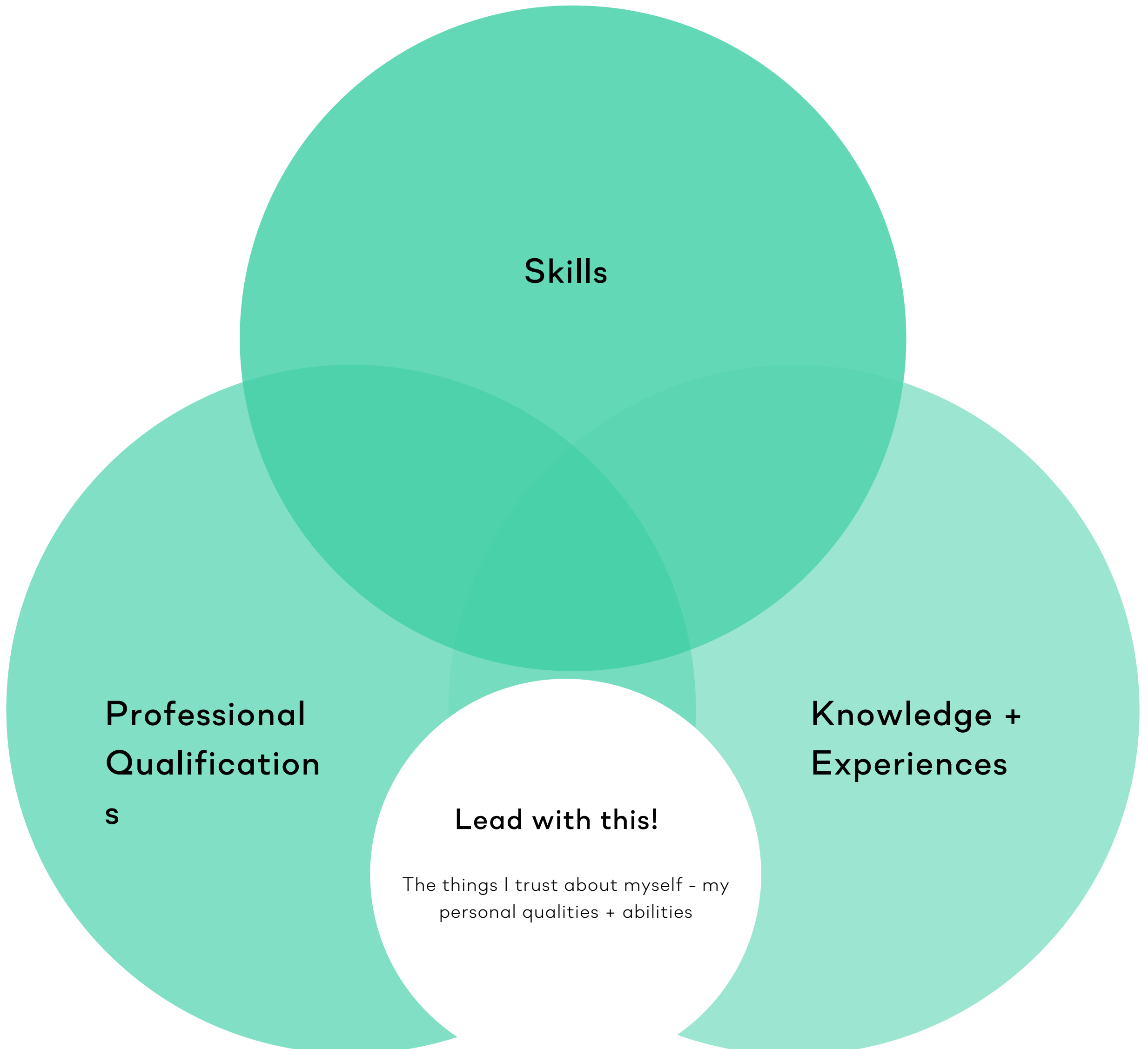
The career tips provided here have been designed to be quick reminders and thought provokers. We encourage you to give yourself time to sit, read and most importantly, reflect. With reflection comes insight, and with insight comes a call to action. We hope you will answer the call. Go ahead.






## Tip 1

Lead with personal confidence





A woman with long, dark brown hair is smiling and looking upwards and to the right. She is wearing a light green, button-down shirt with a collar and two chest pockets. Her arms are crossed. The background is a plain, light-colored wall.

PERSONAL CONFIDENCE  
COMES FROM OUR ABILITY  
TO BACK OURSELVES, AND  
IT'S BIRTH PLACE IS IN  
OUR SELF-TALK.  
TURNING DOWN THE  
VOLUME OF YOUR INNER  
CRITIC CAN HELP YOU TO  
FEEL POSITIVE AND  
CONFIDENT

I WAS ALWAYS LOOKING OUTSIDE MYSELF  
FOR STRENGTH AND CONFIDENCE, BUT IT  
COMES FROM WITHIN. IT IS THERE ALL THE  
TIME.

— ANNA FREUD



## Tip 2

Build self-awareness

SELF - AWARENESS  
IS A CRITICAL LEADERSHIP  
SKILL.

UNDERSTANDING  
OURSELVES  
AND HOW OTHER'S  
PERCEIVE US IS KEY TO  
MAKING CONSCIOUS  
CHOICES AND CHANGES.





My Self-Talk:

Quickly write down 10 statements about yourself:

- I am.....
- I am.....
- I am.....
- I am.....
- I am.....
- I am.....
- I am.....
- I am.....
- I am.....
- I am.....

Take a look at your list. What do you notice?

What's the ratio of positive vs critical statements?

Which is louder - your inner critic or your inner coach?

How does this impact your self confidence?

What's the cost to your professional life?

What's the cost to your quality of life overall?

Quick tip: To tone down your inner critic, notice it and name it.





### Tip 3

Identify what's pushing you forward

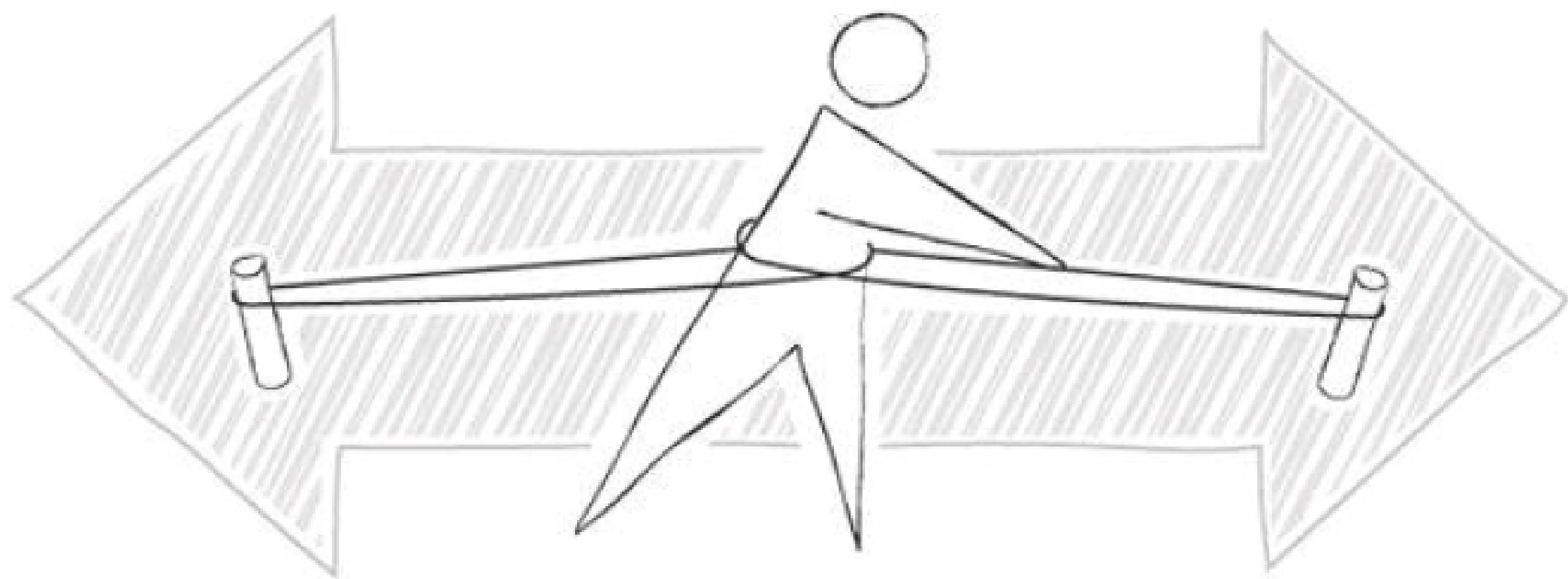
HAVING A CAREER  
VISION THAT  
ENERGISES YOU AND  
PROPELS YOU  
FORWARD IS KEY TO  
ACHIEVING  
CAREER MOMENTUM.





WHAT IS HOLDING YOU?

WHAT IS PULLING YOU?



What is pushing you forward and energising you?

Where are you growing, playing big and moving towards achieving your ambitions?





## Tip 4

Identify what's pulling you back

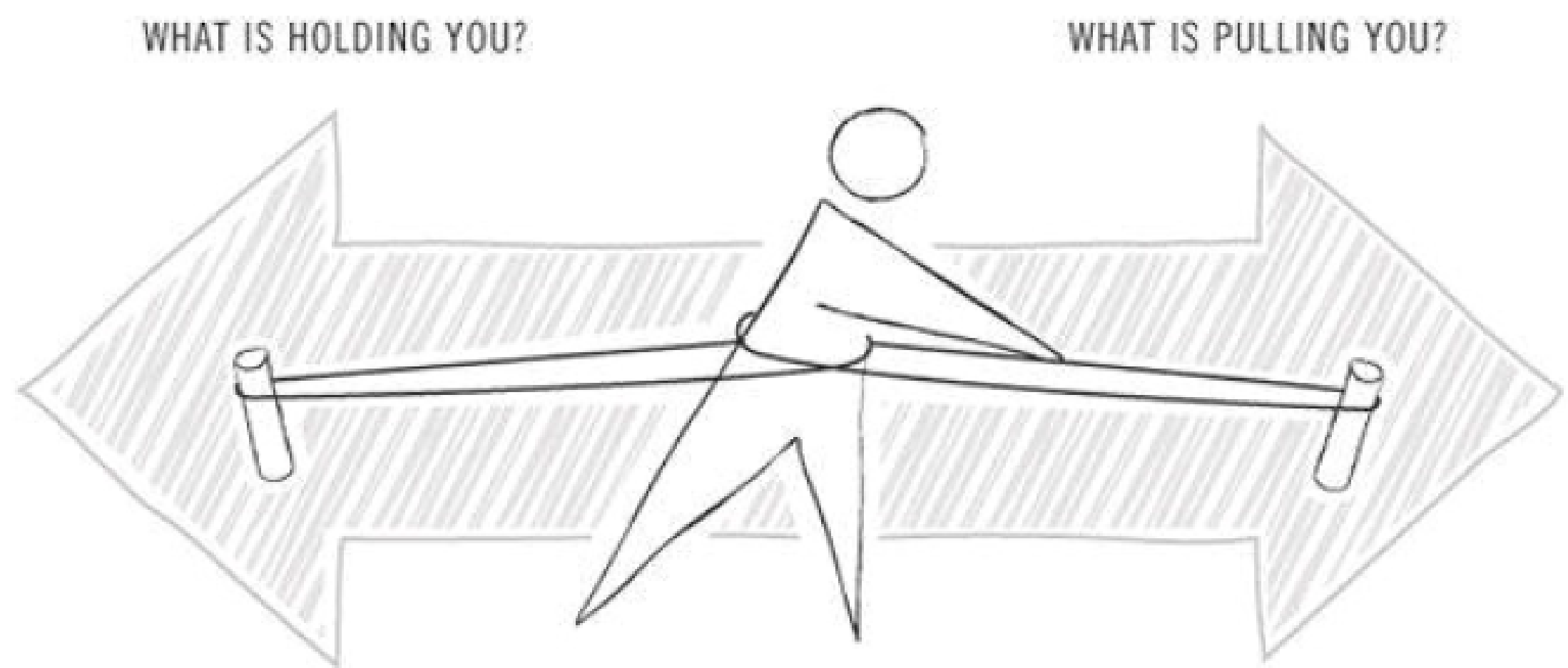
OUR BLIND SPOTS  
ARE ONLY SEEN BY  
OTHERS SO SEEK TO BE  
ENLIGHTENED.”

— ADRIAN MCGINN

WE EACH HAVE A BLIND  
SPOT, IF LEFT  
UNDISCOVERED, IT CAN  
SUB-CONSCIOUSLY  
SABOTAGE OUR OWN  
SUCCESS AND HOLD US  
BACK.

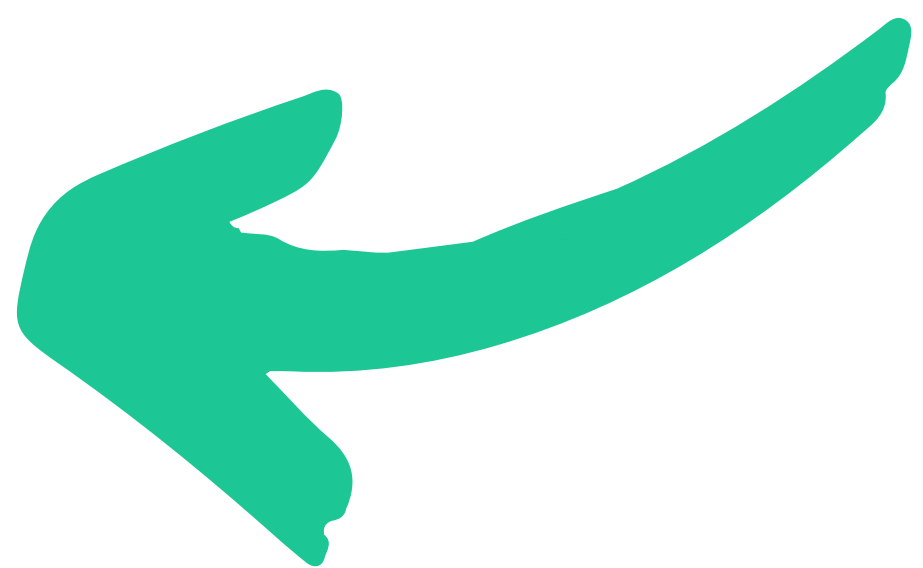






What is pulling you back and depleting you?

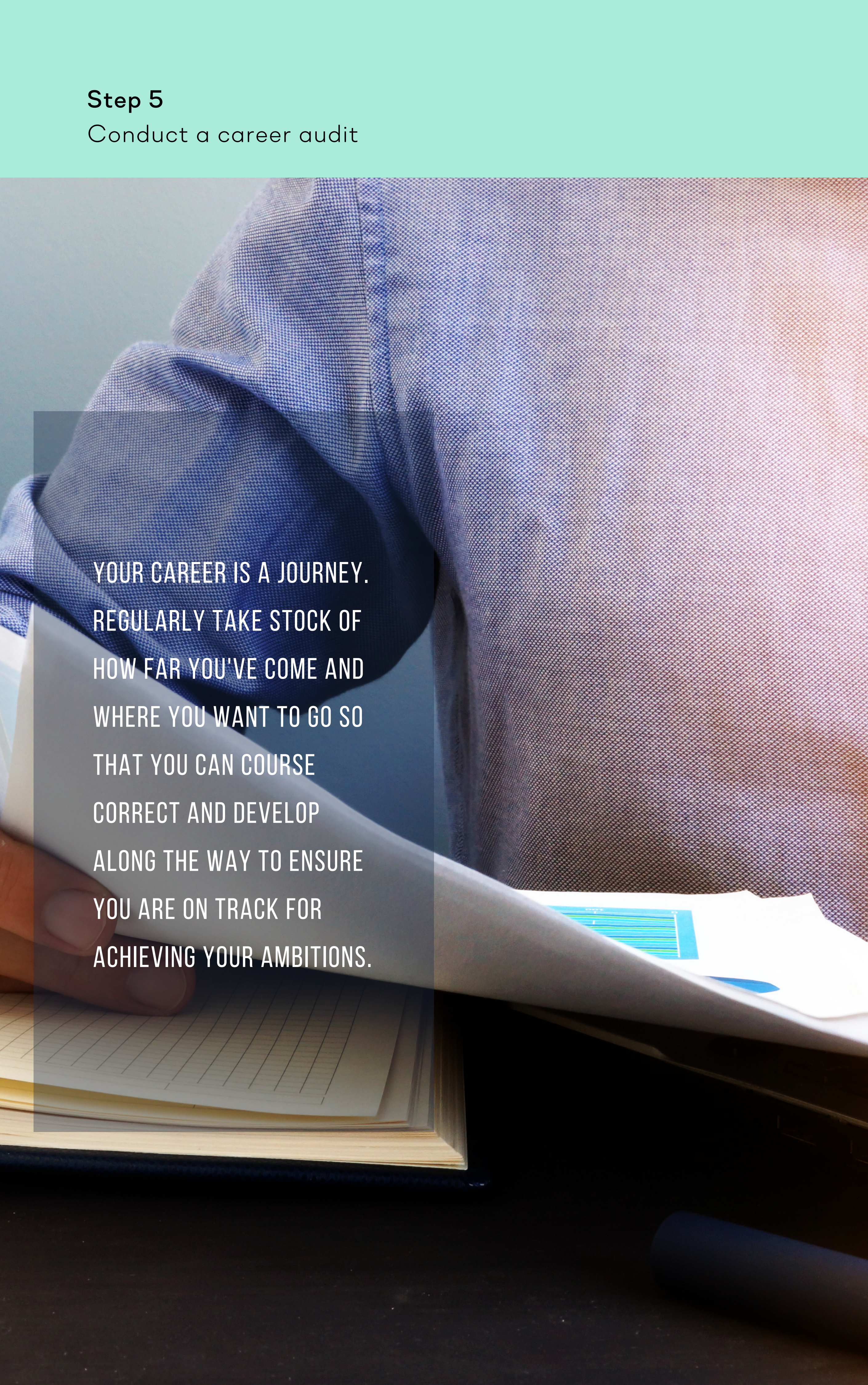
Where are you holding steady, playing small, staying safe?





## Step 5

### Conduct a career audit



YOUR CAREER IS A JOURNEY.  
REGULARLY TAKE STOCK OF  
HOW FAR YOU'VE COME AND  
WHERE YOU WANT TO GO SO  
THAT YOU CAN COURSE  
CORRECT AND DEVELOP  
ALONG THE WAY TO ENSURE  
YOU ARE ON TRACK FOR  
ACHIEVING YOUR AMBITIONS.



## Building Skills

### First 5 Years

In the first 5 years of your career the focus is typically on building skills

## Defining Yourself

### Next 5 Years

The next 5 years is focused on expanding on those skills and defining yourself

## Hitting Your Stride

### Years 10 - 15

In the following 5 years you are focused on hitting your stride and maturing into your profession

## Making Your Mark

### Years 15 - 30

Then the next 15 years is about moving into mastery to make your mark in your profession

## Giving Back

### Years 30 +

After 30 years in your profession you may become more interested in identifying ways you can give back, and therefore you are more likely to be focused on your legacy

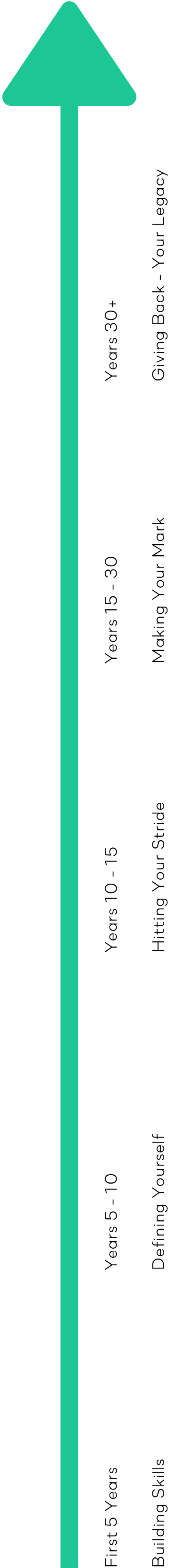
Where are you now? Using the 'My Career Journey Line' activity sheet provided, take a moment to plot where you are now.

When you look at where you are now, is it in line with how you are feeling about your career progress? For example; if you are in year 11 of your career do you feel that you are hitting your stride? If not, what goals do you need to set in order to 'hit your stride'? (Tip: take into consideration your answers to Career Tip #4: "what's pulling you back")





# MY CAREER JOURNEY





# EmpowerHub



Congratulations for completing the Empower  
Micro Course: 5 Tips to Recharge Your  
Career.

We hope you are now motivated to apply the  
knowledge and commit to taking action.

Wishing you great success,

*The Empower Hub Team*