



Career Resource Centre | Toolkit 1

Managing my career

| It's all about
PEOPLE
● HUMAN RESOURCES

English | [Français](#) | [Español](#)

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Introducing the Managing my Career Toolkit!

Welcome to the WFP Career Resource Centre toolkit for managing your career! **The goal of this toolkit is to support you in focusing on your development.** In order to stay relevant and engaged in our fast paced and ever-changing world, there are universal [principles that apply to all staff](#). These principles are:

KEY PRINCIPLES



You are responsible for your career.



Job experience is a key career booster.



Strong performance is essential.

HOW TO USE THIS TOOLKIT:

You may be feeling overwhelmed seeing this toolkit contains over 100 pages, but please don't worry! This is **not a resource intended to be read from beginning to end**. Instead, **you can come to this toolkit whenever you need support or guidance in managing your career and look for what you need.**

Click to find guidance on each topic

You can use the buttons below or the **menu on the top bar** on any page.



Search

You can also hit **ctrl + f** on your keyboard to open the search function, and type what you are looking for. This works just like any other document.



See this top bar? It is a drop-down menu.

You can use to access any section of this toolkit.

1. Click on the topics to open subtopics.
2. Click on the buttons and go to the desired section.
3. When you are done with the menu, click the "X" button to close it.

This menu is on all pages of this toolkit.

Self-Awareness

Self-awareness is essential for making career progress and developing satisfying careers. This is because career success and satisfaction will most likely be achieved by individuals who develop insights about themselves and their work environments.

A good awareness of one's interests, values, talents, and lifestyle preferences enable individuals to set appropriate career goals, develop relevant career strategies, and take actions accordingly.

The best career paths are usually where our personal values and aspirations are aligned with the mandate and values of the organisations we work with. That is why it's important to take control of your career choices by making the time to reflect on what is important to you, what gives you energy where you see your path unfolding.

You can use the information in this section to reflect on your strengths and values, as well as finding your purpose. It will be important to share these insights with your manager, mentors or even peers, to go even deeper into your reflection.

- ✓ All the subjects in this section are important to support you in a journey of self-awareness, understanding what motivates you, how things affect you, and how to build your career around that.

EXPLORE THE SUBSECTIONS!

Click to access!



Actions to increase self-awareness

There are many actions you can take in your day to day to ensure you grow your self-awareness. Becoming more self-aware will help you to understand your own strengths, values, aspirations, goals, what you passionate about, your feelings and why you feel a certain way. It will also help you to understand how others see these aspects of yourself – are you communicating your strengths and values well? Do others know what your aspirations and goals are? These are all things you can work on by increasing your self-awareness. It will help you observe and identify patterns of thoughts, emotions, and behaviour. In turn, it will help you to escape thinking traps, impulsive actions, and self-sabotage, and give you calmer moods, better decision-making and thinking, as well as increased productivity.

Here are actions you can take to increase your self-awareness.

1 Meditate

Practicing mindfulness is all about keeping your attention focused inward. You focus on your breath and notice what is happening in your mind as an observer. This can help you get to know your thought patterns, increase a sense of calm and help you remain level-headed.

2 Journal

Journaling is a technique proven to help increase self-awareness. You can write down your thoughts, feelings, and actions to analyse them more clearly. Putting these down into words will help you visualize them better, and so analysing your patterns will become much easier.

3 Identify your triggers

Now that you identified your patterns, you can ask yourself: what triggers these patterns? What are situations that have prompted these things to happen in the past? How can you deal with them better when they present themselves again?

4 Ask for feedback

Not just asking but being ready to accept it and reflect on it. Feedback will inform you about how others see you. It will help you to understand if you are conveying your messages appropriately. Keeping an open mind about the feedback you receive and thinking critically about how you can improve your messaging to others through your behaviour is, in itself, a way to increase your self-awareness.

5 Understand this is a life-long journey

Self-awareness can be like stretching a muscle. It is important to do it consistently and often, to keep growing and improving. Adding these practices into your life will help you to understand situations and your response to them a lot more clearly, and empower you to take informed action when it comes to your career.

Your values

Values can be defined as basic and fundamental beliefs that guide or motivate attitudes or actions. Having your career goals and experience align with your personal values can bring you more fulfilment and satisfaction. Being clear on your personal values can also help guide decisions that you make along the way. Understanding your personal values requires thought and reflection, and that is why you will find exercises, articles, assessments, and general information that can be valuable in understanding yours.

WFP's organisational values have also been defined and agreed through a collaborative and inclusive process. They are principles we live by and are fundamental to who we are as an organisation, defining our collective identity and connecting us, as well as establishing how we work together. They inspire us to be better for the people we serve and for each other. They also inform how we act, and the expected standards of behaviour as defined by the WFP Leadership Framework – that applies to each of us.

You will also find more information about WFP Values and Leadership Framework to understand how your personal values and own behaviours align to these.

In this subsection:



What are values and why do they matter?

Values are a set of beliefs, attitudes and aspects that are important to a person or organisation. They are unique, offer motivation and drive. Your values are often seen as what makes you, you. This is why understanding them is like getting to know yourself and can help you to make better decisions in your life and in your career.

Having a career aligned with your values makes it possible for you to fully be yourself at work and not hide parts of your identity, it makes you open to build empathy for others as you understand their values, and it helps you to make better decisions.

As long as they do not harm anyone, values are not right or wrong, they are simply what is important and motivates you personally. It is relevant to consider, however, that your values can work for and against you – especially if you are not aware of them. Our core values often are at the root of our thoughts, feelings and behaviours, and if we do not have a clear understanding of them, they can cause us to act in a way that may not be constructive. Knowing your values will help you to stay on top of why you feel the urge to behave in a certain way, or why certain situations may

cause you to feel strongly about something. Understanding them also helps us identify the kinds of roles that we find motivating, rewarding, play to our strengths and give us a sense of purpose and meaning.

To understand your values as they relate to your work, **try to think about the people and situations you have faced in your life.**

What is important to you about them?

Ask yourself what is important to you when it comes to your work, the people you work with, WFP as an organization, the role you have or aspire to, and the context in which you work. Reflect on these points and notice words that showed up multiple times as you were thinking it through. These most likely relate to your core values. Try coming up with a few value statements, and revisit them frequently to see if they are still aligned. You will likely be polishing these as you grow and evolve through your career.

To go deeper into your values as they relate to work, **try this work values exercise.**

**Content for this article was inspired by The Squiggly Career by Helen Tupper and Sarah Ellis.*



Understanding your work values

UNDERSTANDING YOUR WORK VALUES CAN HELP YOU TO:



Set clear and worthwhile goals for the future



Improve the quality of your decisions



Understand why you may find certain situations, tasks or roles challenging



Provide support for you in those times when you feel confused or when you're in a period of transition

Your values are unique to you and your guiding principles. There are many types of values, and in this exercise, we will be working with work values. Work values can give you a sense of purpose in both work and your personal life.

To better understand your work values:

Access the exercise!

**This exercise was adapted from the UNICEF Career Management Guide.*



Use your values to drive your success

Making career management decisions can be daunting and difficult at times. It is not uncommon to find yourself at a loss for how to proceed in your career journey. You may be overwhelmed with options or feel like you can't find any possibilities at all. These situations often happen because we are unclear about our own values and do not allow them to guide our decision-making process.

More often than not, we allow immediate pain points and challenges – or even opportunities – to be the main source of our choices and actions. This is natural and even important, after all, your decisions should address and improve these situations. But this means we can find ourselves in points in our careers that were informed mostly by these immediate challenges or opportunities, and not necessarily by our values. This misalignment can cause you to be unsatisfied with your work, to feel unmotivated, and lower your productivity.

To avoid this, understanding your values is a must. **Your choices and decisions will be more future and long-term focused, which will help you to have longer lasting and more fulfilling career experiences.**

Other than asking yourself “how can I move up in my career” or “how can I make more money”, **ask yourself “how can I work in a way that will be more aligned with my values?”**. This will open up a new avenue of opportunity. Perhaps your values are more aligned with a lateral move you can make. Or maybe you value your work location and can look for a job closer to where you want to work. The possibilities are endless, and the important thing is: you are trying to align your work – something you spend a lot of your time on – with who you are and what you value. This will bring you more happiness and fulfilment with your work, and make your career decisions and path a lot more satisfying.

**Content for this article was inspired by [jamesclear.com](https://www.jamesclear.com).*

Are you unsure of what your values are?
Try this work values exercise.

To dig deeper, **read this article on what your values are and why they matter.**



WFP Values

THE WFP VALUES ARE:



INTEGRITY



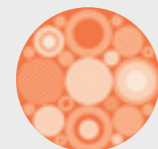
COLLABORATION



COMMITMENT



HUMANITY



INCLUSION

You most likely are familiar with WFP's mission of **saving lives, changing lives**, which drives us towards achieving zero hunger. The WFP values are an important part of what informs our work as we strive to accomplish this mission.

Access the WFPgo page!

You can also [watch the WFP Values video](#) to find out more!

As you learn more about WFP values, think about how your personal values align to them. How are you living the WFP values and contributing to our mission?



WFP Leadership Framework

– Our behaviour matters

As a WFP employee, you most likely are familiar with the [WFP Leadership Framework](#) as it establishes common standards of behaviour that guide us in HOW we work together to accomplish WFP's mission of saving lives, changing lives. It incorporates the WFP values and is an important part of improving our workplace culture.

The Leadership Framework defines 16 behaviours that are expected of each WFP employee regardless of their role, grade or geography. It provides descriptions for each of these 16 behaviours at 5 proficiency levels, depending on the complexity of the role and what it implies concretely. **The Leadership Framework interactive form allows you to assess yourself against the standards of behaviour as they apply to you.**

Find out more about the **Leadership Framework RAGform** assessment [here!](#)

Taking this assessment will **help you to reflect on your behaviours at work and identify your strengths and areas where there is room for development** in terms of the demonstrating the WFP behaviours. In the context of your own development, you can also look at the expectations of roles and levels ahead of where you are today, and what you can begin to work on. **Remember to come back to this form and ensure your efforts stay consistent.**



Three rules for better work-life balance

When it comes to your values, considering the importance of work-life balance to you can help you to align your career to them even more. **This helps you to live your values at work, avoid burnout, make better decisions and even be more productive.**

This video from TED's "The Way We Work" series dives into small habits we have that eat away at moments of our days. Whether that is checking your email as soon as you wake up, responding to colleagues or clients during important moments of your life, or even obsessively thinking about work during moments of leisure, the truth is that our fast-paced culture makes us prone to developing these small habits, and they are a big cause of burnout and depression among employees all around the globe.

This video brings us important points to reflect on, and ideas or rituals we can establish to strive for a better work-life

[Watch 3 rules for better work-life balance here!](#)

To dig deeper into work-life balance, **[explore this section of the WFP Wellbeing site/App!](#)**

You will find WFP-specific advice and watch stories from WFP colleagues on how they keep a positive work-life balance.



Your strengths

A big part of managing your career and overall development is understanding what your strengths are and how you can use them best. Learning about what motivates you and what your skills are will help you put your strengths to great use. This is an important journey of self-discovery, to better understand how you can build on your strengths and use them to achieve your goals.

That is why this section of the Career Resource Centre contains guidance on how to identify and work on your strengths, including assessments, exercises, articles and much more. Explore this section to work on your strengths and use them to get even further!

In this subsection:

Understanding your strengths

Assessment | 20 min | Page 13

What drives you and what drains you

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How resilient are you?

Assessment | 15 min | Page 19

The Skills Explorer

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What skill shape do you have?

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When are you at your best?

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Career timeline

Exercise | 10 min | Page 18

Understanding your strengths

Your strengths are essentially things you are good at (these could be particular skills, areas of knowledge, ways of working, or behaviors. They are often also things that you enjoy doing and that motivate you. **Using your strengths tends to make you happier and more fulfilled in your career – they often give us confidence and balance out areas we still need to grow or develop in.**

People who focus on their strengths tend to have higher levels of energy and vitality. They are also more resilient, perform better at work and are more likely to achieve their goals.

When focusing on our strengths our body language naturally reflects this. We appear naturally engaged and motivated. Of course, this does not mean ignoring areas that we want to improve and develop – but focusing on them from a place of knowing what we are also good at. Your strengths can also help you to build on past successes and attract new opportunities.

Take this assessment to understand your strengths and how to leverage them!

Take this assessment!



The Skills Explorer

Exploring your skills is an important step in finding your strengths. What are you good at? Where can you try to leverage development opportunities to improve?

This exercise will help you find answers to these questions and reflect on these points, as well as create an action plan based on your key skills. Go through the list of skills in the exercise and tick the skills that you currently use, as well as the skills you would like to use more often. Follow the prompts for deeper self-reflection!

[Access the exercise here!](#)

This exercise was adapted from UNICEF's Career Management Guide.



When are you at your best?

When we know what we need to help us perform at our top level and be at our best, we can try to create those conditions in our work environment. Have you ever tried to think about the conditions that enable you to be at your best?

There are many factors to consider, and that is why this exercise can be so useful. As you go through it, you can find out more about what helps you and what hinders you. As you reflect on these points, you can begin to understand the conditions, skills, strengths and weaknesses that play a part in work-related situations.

Take this exercise!



What drives you and what drains you

“What drives you and what drains you” is a series in the Happy UN Career Podcast that explores the importance of a self-discovery journey when it comes to moving towards your career goals. Sometimes it is so easy to get caught up in the work and everything that is happening around us that we tend to forget to think of our strengths, if we are using them to our advantage and what we can work on.

Explore the Happy UN Career Podcast for more advice, ideas and processes you can follow to continue using your strengths on this self-awareness journey.

Listen to the podcast here.

To dig deeper into reinventing yourself, **[check out this page on Model Thinkers.](#)**



What skill shape do you have?

T-shaped skills or T-shaped individual refers to skills that make someone a strong asset to a team. “T”, “X”, “I” and many other letters are often used for their shape as a metaphor. “I” often refers to individuals with deep knowledge and expertise in one area, “X” often refers to an individual with the ability to create multiple connections and to be aware of multiple situations, with leadership skills to provide direction – these often are good managerial candidates -- while “T” shaped individuals have, in addition to the depth of knowledge from the “I”, a breadth of cross-discipline or cross-functional expertise that allows them to collaborate across functional areas and work collaboratively with other people

Every person can build a unique “T” shaped profile as they bring their depth of expertise, personal, functional, and cross-functional skills to optimize their work.

The “T”-shaped approach means to cover depth as well as breadth in building your

skills, to create an effective combination of hard/technical skills and interpersonal skills. Having such a profile means that you will be able to offer a capacity for critical thinking and creating connections through communication and collaboration skills. Individuals with such a profile have the flexibility to work in areas where they do not necessarily have all the technical expertise but can effectively coordinate and lead others that do this because of their strong collaboration skills- which often leads to new ways of working through these priorities, enhancing the team’s ability to innovate and deliver.

On your journey of self-discovery and self-awareness, consider investigating your skills and strengths to identify which letter metaphor you fit into, and what you can do to improve.

[Click here to find out more about the many letter metaphors.](#)

Content for this article was inspired by and adapted from [Corporate Finance Institute.](#)




Career timeline

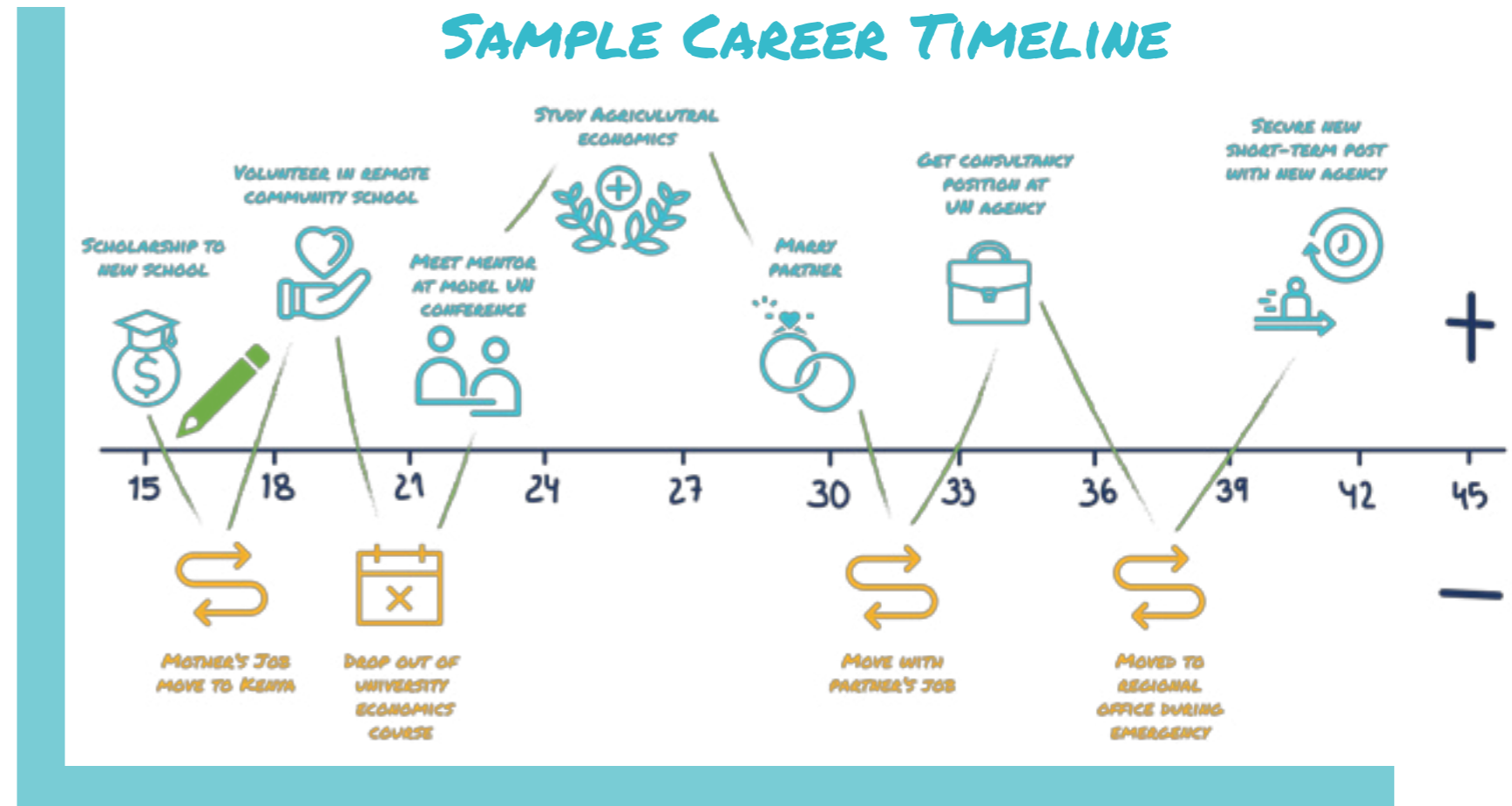
This is an exercise to support you in your career management journey by **exploring your interests and identifying your key skills and strengths – as well as what intrinsically motivates you.** To focus your future development, it helps to self-reflect. Mapping your emotional timeline over your career is a great way to start.

YOU WILL NEED:

 Paper

 Pens

 At least 30 minutes



Try this exercise and build your career timeline!

Content for this exercise was adapted from the UNICEF Career Management Guide.

How resilient are you?

Resilience is the ability to “bounce back” from life’s challenges. We can develop our resilience throughout our life. Resilience is an important aspect of your career journey. Developing resilience can support you in dealing with challenges and obstacles that you may encounter through your career. Being aware of your resilience is helpful, as it can inform how you will handle certain situations or moments of stress and adversity. It will be helpful for you to turn your negative thoughts into opportunities. Instead of telling yourself you can’t do something, or that it is simply too difficult, try to run this resilience assessment and see yourself in a new light.

Try this resilience assessment!

Content for this assessment was inspired by and adapted from You Coach You by Helen Tupper and Sarah Ellis.

Find out more about overall resilience in your life:

Take this resilience self-evaluation on the Wellbeing App!



Finding your purpose

Finding what motivates and inspires you is an important part of a journey of self-discovery. Your purpose can empower you to take important steps in your career, including life-changing decisions and relevant transitions. Investing in finding and fully understanding your purpose will serve you well in the long run.

It is important to recognize that throughout your career, your purpose may change. You may find your goals changing based on different life stages or aligning with other ideals and goals. This is okay and part of the ever-changing nature of our career paths. The important thing is to remain self-aware and to know your purpose throughout your career.

You may have a good idea of what drives you already, or you may never have thought about this aspect of managing your career. Whatever the case is, exploring this section of the Career Resource Centre can help you with assessments, videos and much more to find your purpose and understand how to align your career to it.

In this subsection:

Listening to yourself

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Understanding your career interests

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Exercise: find your purpose

Exercise | 15 min | Page 22

Three questions to unlock your authentic career

Video | 10 min | Page 25

How to Ikigai

Video | 13 min
Worksheet | 30 min | Page 23

The 5 “whys”

Exercise | 15 min | Page 26

Listening to yourself

In this fast-paced world, we often feel as if there is no time to even finish a thought. We tend to jump from one thought to the next before they are even fully formed. With the increased use and distraction of technology, our attention spans have the tendency to grow shorter and shorter, and thoughts that were already unfinished to begin with become even more scattered and prone to being set aside completely. What we forget to consider is that these **thoughts are an opportunity for reflection and can be the key to unlocking a lot of information and awareness about yourself that you may have never considered before.**

How do we become more aware and create these opportunities for self-reflection? One way is by practicing mindfulness, slowing down our erratic thought and truly listening to ourselves.

Read the full article on listening to yourself!

Content for this article was inspired by You Coach You by Helen Tupper and Sarah Ellis.



Access this short mindfulness activity to practice this approach:

Explore more about mindfulness here!

Exercise: find your purpose

This quick exercise can help you articulate answers to big relevant questions we often find ourselves thinking about, and perhaps not knowing how to answer. Follow the instructions in this exercise to discover your purpose.

Discovering your purpose makes it easier to create action plans and career development plans, because it gives you an overarching vision you would like to strive towards. Your purpose is what drives you and why – and, like you, it can change from time to time, which is why it is important to go back to your purpose from time to time and ask yourself if you are still aligned with it.

Try this exercise and find your purpose!

Content for this assessment was adapted from You Coach You by Helen Tupper and Sarah Ellis.



How to Ikigai

Ikigai originates from Okinawa, Japan, the birthplace of Karate and home to one of the highest percentages of centenarians in the world. **Discovering your ikigai means finding your purpose through the balance between the practical aspects of your work and making room for frequent self-reflection.** This balance is found at the intersection where your passions, inspirations and skills converge with what the world, or your work for a smaller scale, needs.

Ikigai is about better understanding what your purpose is through your passions, strengths and talents, and then discovering how you can incorporate these in work that helps you to achieve such purpose.

It is not always easy to think about your career holistically. To better understand how to use the Ikigai method, watch this How to Ikigai video, where Tim Tamashiro can help you take the first step in discovering your own Ikigai, and earn your yellow belt in finding your purpose.

Watch the How to Ikigai video here

When you are done, explore more about Ikigai with **this worksheet.**

Use this worksheet to get even better at finding your ikigai. You will learn in depth what ikigai means, why it is relevant to you and do several exercises to stay active and aware of it.



Understanding your career interests

Career interests define your preferences about working environments, structures, and activities. Understanding your preferences can help you find a career path that fits your purpose. It is all about finding out what you enjoy doing regularly at work.

Your career interests can change over time. It is up to you to stay curious and ensure you get to know and explore new interests as they arise!

Your career interests will be key in maintaining job satisfaction, making strategic career decisions, and keeping motivated. So, ask yourself: what is it that you enjoy doing at work?

Try this exercise to understand your career interests!



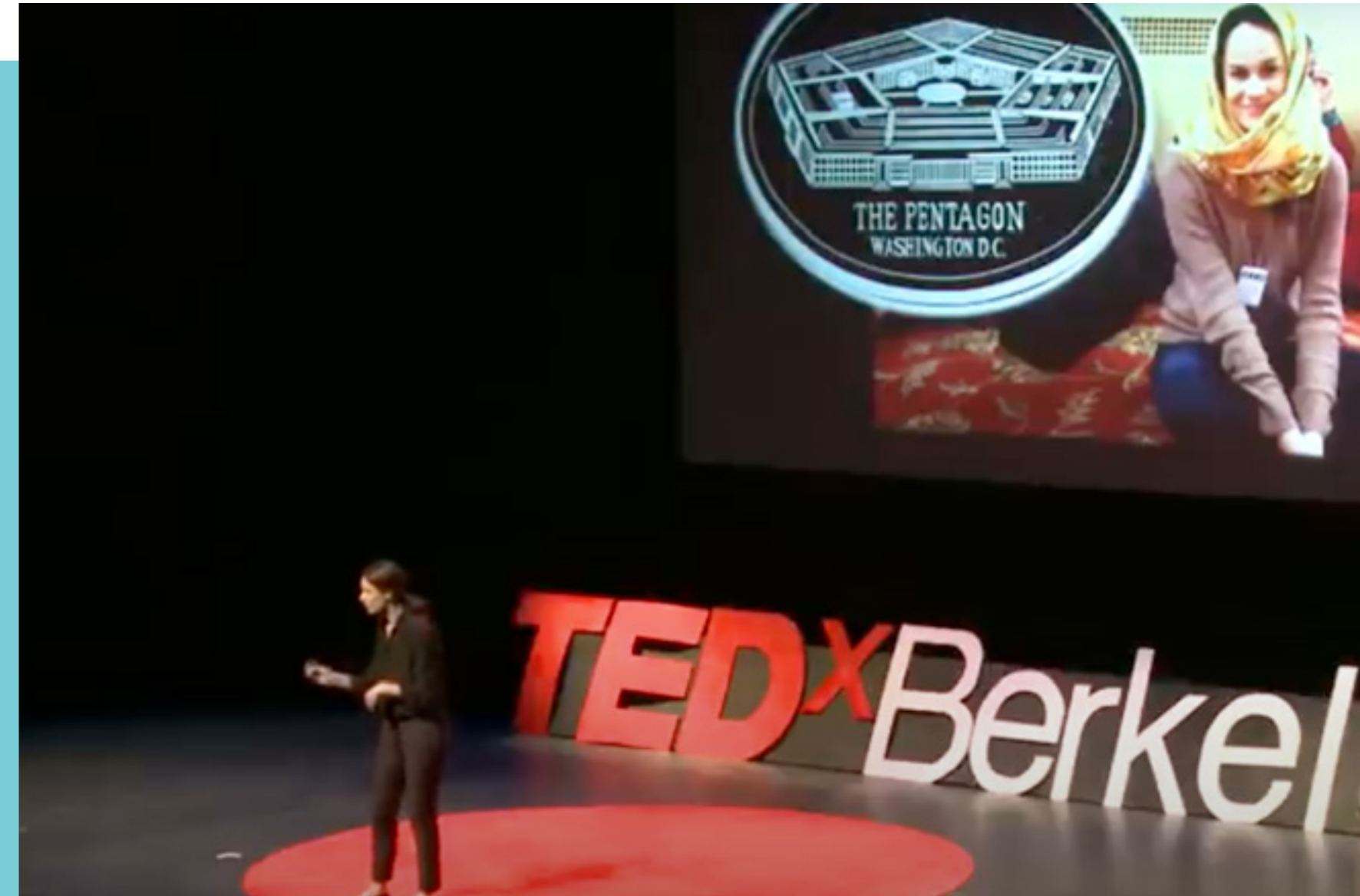
Three questions to unlock your authentic career

Career coach Ashley Stahl was named in 2013 by the Diplomatic Courier magazine and Young Professionals in Foreign Policy as a “Top 99 Under 33 Foreign Policy Leader.” Ashley currently runs her own business as a career coach to college students and fresh graduates seeking to unlock their career goals and land the jobs that they deserve.

In this video, Ashley talks about finding purpose in your career by understanding that enjoying learning about something, or having passion for it, does not necessarily mean you will be successful in that. You may come to find that even though you are passionate about it, you may not enjoy doing it in practice. That is why it's so important to make sure your career path aligns with your purpose – or, as Ashley puts it, with who you are.

Watch this video to learn about the three questions Ashley encourages you to ask yourself in your journey to your authentic career.

Watch the video here!



The 5 “whys”

When you are trying to dig deeper into a challenge or situation, questioning yourself is key. That is why this exercise can be immensely useful. In this exercise you will see 5 “why” questions. Asking yourself these questions will help you to target the problem and solve it in a way that aligns your situation to your purpose (if you are not sure about your purpose, try this exercise on finding it!).

You can use this exercise to help you understand what the problem is when things seem confusing. In time, this can become a habit and help you stay aligned with your purpose through self-awareness.

Try this 5 “whys” exercise!

Content for this exercise was adapted from You Coach You by Helen Tupper and Sarah Ellis.



Presenting yourself

Throughout your career, presenting yourself appropriately is a major theme that you will encounter again and again. The way you present yourself can be a powerful tool to help you achieve your goals. In today's professional life, there are several ways in which you can present yourself, such as social media presence, eye-catching CVs, well written cover letters, carefully crafted interview and networking skills. Working on these aspects will empower you to have a professional introduction ready when you meet someone who could help you grow, such as an interviewer, supervisor, mentor or simply a new connection to establish a positive reputation.

What motivates you, your strengths and values as well as where you want to go professionally should inform your choices and decisions in how you present yourself. In this section, you can learn

more about how to use this knowledge to build your personal brand and develop your skills to reflect it in your CVs, cover letters, interviews and networking.

Explore the subsections below and find out more about presenting yourself to reach your goals!

EXPLORE THE SUBSECTIONS!



Personal branding

Your brand is your reputation. It is how people perceive you, think about you and the impression you leave on them. From how you approach professional situations to your writing style, your personal branding is all about letting who you are and where you want to go inform what you do and how you do it. Delivering your brand clearly and consistently will create a memorable experience in the minds of those you interact with and can open doors to new opportunities.

Your personal brand involves how you present yourself on social media, in your CV, cover letters, interviews, networking situations, as well as other professional settings. See curated resources on personal branding and how they can help you understand, define and deliver your personal branding consistently!

In this subsection:

How to build your personal branding

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Being confident

Article | 5 min | Page 31

How to use social media in your career

Article | 7 min | Page 33

9 steps to create your personal branding

Exercise | 20 min | Page 30

Authentic confidence through emotional flexibility

Video | 15 min | Page 32

How to set up a LinkedIn profile

Page | 10 min | Page 34

How to build your personal branding

Building your personal branding is all about understanding your message and your audiences. How do you want to present yourself in professional situations? How would you like people to remember or think of you?

Throughout your career, the impression you leave on people and the way you present yourself have an important role in showcasing a message aligned to your purpose and strengths.

How will you create your own personal brand?

Read this article to get started!

Content inspired by and adapted from The Squiggly Career by Helen Tupper and Sarah Willis.



9 steps to create your personal branding

A personal brand is, in many ways, like a corporate brand. It is who you are, what you stand for, the values you embrace, and the way in which you express those values. A personal brand does the same for individuals, helping to communicate a unique identity and clear value in any professional environment or capacity.

This resource brings you 9 steps to create your personal brand, which you can fill out with your own answers and reflect to create a personal brand aligned with your purpose and message!

Try this exercise to create your personal brand!

Content inspired by and adapted from The Squiggly Career by Helen Tupper and Sarah Willis.



Being confident

When we think of confident people, they are often the ones who inspire us, helping us go on a path of growth and development. Confident people are often seen as examples and strong role models. Some may say arrogance can sometimes be perceived as confidence, but it has one major difference: confidence is about being constructive, and arrogance destructive. That is why confidence is such a desirable quality – it helps you and the people around you to grow and be better individually as well as together.

To understand and further develop your confidence, read this article.

[Read this article on being confident!](#)

To dig deeper into authentic confidence...

[Explore this video resource!](#)



Authentic confidence through emotional flexibility

On this TEDTalk, speaker Jacqueline Brassey shares her own confidence crisis and journey to recovery, including shifting her research focus to advancing authentic confidence through emotional flexibility. She speaks of dealing with insecurities, anxiety and developing emotional flexibility. These aspects enable our authentic confidence to develop and come through, benefitting our careers!

Watch the Authentic Confidence through Emotional Flexibility [here](#).



How to use social media in your career

Have you ever wondered how your social media profiles are connected to your career? Have you ever thought about how you could appear more professional through your LinkedIn, Twitter, or Instagram profiles?

This article from The New York Times was written by journalist Sree Sreenivasan an academic who is, in many ways, a specialist in social media. Sree has been the chief digital officer at the Metropolitan Museum of Art, Columbia University and for the City of New York. In this article, Sree brings us a clear overview of why and how to use some of the most common social media platforms -- LinkedIn, Twitter, Facebook, Instagram and Snapchat – in a highly professional way.

Read How to Use Social Media in Your Career here.

For creating or strengthening your LinkedIn profile:

Check out how to set up a LinkedIn profile!



How to set up a LinkedIn profile

When it comes to creating your brand and being visible and recognised professionally, creating a strong LinkedIn profile can be a relevant priority. As a widely used, global platform, it allows you to connect and interact professionally with colleagues in an online environment, stay up to date with the latest relevant information in your field and with your network. It also offers a quick and simple way to showcase and track your professional achievements.. LinkedIn also provides tremendous opportunities for you to grow your professional networks and to follow thought leaders in your profession or areas of interest.

A LinkedIn profile also helps to create opportunities for you, since It is widely used by recruiters all over the world to advertise roles and to source talent. WFP positions are usually advertised on LinkedIn, as well as positions from other UN Agencies and beyond.

See a step-by-step process on how to successfully set up your LinkedIn profile.

Read this step by step from LinkedIn and get started!



Networking

Networking is a valuable aspect of managing our careers, and so it is important to develop skills like communication, active listening, relationship building and social skills overall. These are powerful skills in both professional and personal environments and are particularly coveted by employers, as all successful businesses depend on networking. No matter what your role is or where you want your career to go, networking skills will be very important for you.

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Building your network

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Effective networking

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WFP Professional Development Mentoring Programme

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The power of your network

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Active listening and how to improve it

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Mentoring: its role, myths and differences from coaching

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Getting support from your network

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Building your network

We are now collaborating more than ever in our work. Teamwork is crucial to the success of our operations, and building relationships is essential in everything we do. Our workforce is more diverse than ever, with 4 to 5 different generations working together at any given time and colleagues representing so many different cultures collaborating from all over the world. WFP is committed to diversity and inclusion and these aspects are also profoundly important when it comes to building networks.

Building your network relies on developing social, communication and listening skills, but there are also important steps to creating active and diverse connections, ensuring your network suits your needs and that you are offering your connections value as well.

Read this article on building your network!

To dig deeper into building your network:

Try this exercise on getting support from your network!



The power of your network

WFP is an incredibly diverse global organization, with around 22,000 employees. Imagine what it would be like to have access to knowledge, lessons learned and feedback from such a diverse group of colleagues. Building your network with meaningful relationships across the organization is a powerful tool that can play an important part in your growth and development. Let's watch this video from the Lifelong Learning and Growth Mindset Programme to see more about the power of your network and how to explore it.

Watch The Power of Your Network video here.



Getting support from your network

You may not be sure of how to ask your network for support, or even who to contact when you need to. This exercise can be useful to understand what your goals are, who you could ask for support and how they may be able to support you. Once you know these points, you can write down actions you can take towards getting your network contacts on board with supporting you.

Try this exercise and get support from your network!

To understand more about types of connections and active networking:

Read this article on building your network!



Effective networking

Whether you are developing in your role, trying to find another position within WFP, looking for a TDY to gain experience with another function or operation, networking can help you form connections to support the next step in your career/ This free course from Google will help you build your network and personal brand, both online and in person.

Get started with this Effective Networking course here!

To access this course, scroll to the bottom of the page, click "Start free course" and register with a Gmail account.

In this course, you will work to:

- 1 **Get started with networking**
- 2 **Overcome barriers and gain confidence in networking**
- 3 **Know your strengths**
- 4 **Develop your interpersonal skills**
- 5 **Analyse your networks**



Active listening and how to improve it

Active listening is a key part of creating meaningful connections. You can use it to show someone you are paying attention to them, making them feel valued. Your network and relationships can benefit from developing your active listening skills, so explore the videos below!

Learn more about practical ways to add this skill to your daily life:

Watch this video on how to be an active listener

To go more in depth, you can also [watch this video on how to improve your listening skills.](#)

Active Listening(n.)

the act of fully hearing and comprehending the meaning of what someone else is saying

WFP Professional Development Mentoring Programme

An effective way to network and grow in your career is to become a mentee or mentor. A mentorship relationship is a growth opportunity for both participants, whether it be discussing how to set your goals and what steps you can take to actively work towards them with a mentor or hearing fresh new perspectives and working on your leadership skills with your mentee.

The WFP Professional Development Mentoring Programme can help you connect with a colleague based on your topics of interest and development goals.

Find out more about how the programme works and how you can participate:

Visit the programme WFPgo page!



Mentoring: its role, myths and differences from coaching

Mentoring is a relationship between two people aimed at professional and/or personal development. It is based on mutual respect, trust and integrity.

Relationships drive growth, motivation and inspiration in an organisation.

Mentoring relationships are proven to improve productivity, staff engagement and retention. Connecting with mentors and building these relationships can be a fulfilling part of one's career. The mentee has a role to play in sharing your challenges and experience, being open and taking the advice and feedback from your mentor, and the mentor has a role to play in sharing their knowledge and experience, being open and supportive and providing constructive feedback to their mentee.

It is important to note that mentoring is not a replacement for formal development/training, line management, or personal counselling.

It is not a guarantee of career progression, but mentoring can be a development tool and an opportunity for knowledge sharing, support and building meaningful relationships in your network.

Read this article about mentoring here!

Some of the content from this article was adapted from [Skills for Successful Mentoring](#) by Linda Phillips-Jones, Ph.D.

To dig deeper into mentoring:

Take this training on how to be an effective **mentor!**

Take this training on how to be an effective **mentee!**



CV writing

Writing a good CV and cover letter is one of the most important things to get right when applying for a new role. Making your CV stand out and catch a recruiter's attention requires some work, but it will be worth it! Many vacancies attract a lot of attention and interest, so it is extremely important to highlight quickly and easily why you are a great potential fit for a role/opportunity that you are interested in. Your CV and cover letter should demonstrate your unique blend of skills & experience! That is why in this section of the Career Resource Centre you will find resources on building a CV and cover letter.

In this subsection:

How to write a good CV/Resume

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Prepare a written application

Course | Page 46

Quick tips to improve your CV and cover letter

Tips | 10 min | Page 48

How to write a cover letter

Article | 10 min | Page 45

How to write a powerful cover letter

Video | 4 min | Page 47

Land your next job

Course | Page 49

How to write a good CV/Resume

CV stands for curriculum vitae, meaning “a short account of one’s career and qualifications prepared typically by an applicant for a position” according to Merriam-Webster dictionary. Your CV is an important tool throughout your career development. It is what gets you noticed, the first contact (along with a strong cover letter) a recruiter has. This means your CV should showcase your relevant experiences, qualifications, education, and skills, summarizing who you are as a professional. At a glance, a recruiter should be able to get a clear idea of your unique attributes. Ideally, your CV should catch their eye with clear and objective information (both visually and in writing).

As a clear account of your professional attributes, a CV typically has an average length of one to two pages. It is a short document, and so it is important to think critically about what is relevant to the position you are applying to. Your CV should not be static and rigid, you should always tailor your CV to the

requirements of the specific role you are applying for – making changes to it and including relevant information for one position, that you may have opted to leave out for another.

Always include a cover letter unless the recruiter states otherwise. It will enable you to personalise your application. You can draw attention to a particular part of your CV or share other relevant information that pertains to the role. Read more about how to write a good cover letter here.

Read more about writing a good CV here!

Content for this article adapted from and inspired by prospects.ac.uk.



How to write a cover letter

A cover letter is a personal introduction from an applicant to the recruitment team. It is usually sent alongside your CV when applying for a position. Cover letters are necessary and appreciated in a competitive process because they can help your application stand out. It is an opportunity to state why you are applying and what makes you a good fit for the role.

When writing a cover letter, it is important to do your research. Reading the role description/vacancy announcement and listing is an important part, but you may want to find out a bit more about the organisation or unit/team. This will be helpful to understand who will be reading your cover letter, what the organisational culture and nature of the work is like, any relevant news or developments in the area you are applying to, the organisation or unit's recent achievements, goals for the next five years... Understanding these points will help you visualize and describe how you can fit into each of these aspects, making for a stronger cover letter.

Remember, your cover letter should be simple to read, brief and objective. Do not exaggerate on your skills, watch out so you do not sell yourself short either. Generally, you can have a cover letter with four simple paragraphs.

[Read the full article on how to write a cover letter!](#)



Prepare a written application

This is a 30-minute online course from disasterready.org that will help you to identify and successfully apply for job opportunities. Provided by UNICEF, this course will help you to:

- Understand how to **research and analyse a vacancy announcement** in order to prepare an effective written application
- Learn how to **effectively present your qualifications** and highlight your competencies and talents
- Understand **how best to target your applications, CVs/resumes, and cover letters** to a vacancy notice

This quick course had a rating of 4.5 stars and it can deepen your awareness and knowledge about written job applications to continue developing your abilities!

Take the “Preparing a Written Application” disasterready course here!



How to write a powerful cover letter

This quick and easy to watch video from University of Amsterdam walks you through the steps of creating a cover letter and important aspects to consider. It also shows you an example cover letter with an analysis. This helpful video can assist you in the process of writing your own cover letters!

Watch “How to write a powerful cover letter” video [here](#).



Quick tips to improve your CV and cover letter

It is not always easy to structure your CV or cover letter, figuring out what information to highlight and what is important to your potential employer. The truth is, there is no one-size-fits-all when it comes to putting together these types of documents – most of it will be a match between what you can offer and what the role is asking for. But even so, there are a few general tips you can follow to make your CV and cover letter stand out.

Read tips to improve your CV and cover letter!



Land your next job

This free course from Google will teach you the basics of how to write a CV and cover letter, prepare for interviews and stay on track to land your next job.

It's a 1-hour course with video tutorials, easy to implement tips and assessments to help you structure your job search.

Take the "Land your next job" free Google course here!



Interview skills

After writing and submitting a great CV and cover letter, you may get called for an interview. How can you prepare? Preparing for an interview might seem intimidating, but there are several steps you can take to prepare yourself for a successful interview. Remember that if you got called in to the interview, it is because you have done a good job in showing that you have the potential for a good match to the role!

Explore this section of the Career Resource Centre for resources on developing interview skills and preparing for an interview!

In this subsection:

Competency-based interviews and how to prepare

Article | 7 min | Page 51

How to follow up after an interview

Video | 10 min | Page 54

The Breakdown of a face-to-face Interview

Video | 5 min | Page 56

STAR model

Article | 7 min | Page 52

How to prepare for a video interview

Video | 7 min | Page 55

Questions to ask at the end of an interview

Video | 10 min | Page 57

14 actions for before and during an interview

Tips | 10 min | Page 53

Competency-based interviews and how to prepare

This is a common interview type you will encounter when participating in a competitive process for a position. Competency-based interviews allow recruiters to easily compare several candidates following a structured approach to test skills and competencies the position calls for. This is usually done with a set of questions – each relating to a specific skill. Your answers will be compared with those of other candidates and with a set of pre-determined criteria.

Find out more about competency-based interviews and prepare:

[Read the full article here!](#)

Content for this article adapted from and inspired by prospects.ac.uk.



STAR model

Interviews can be nerve-racking, but they also provide us a wonderful opportunity to showcase all of the great experience and skills we have! Sometimes a recruiter will ask a question and your mind just goes blank. Many of us have probably experienced that “oh I wish I had remembered that time I did X” feeling after an interview. A great way to combat this issue is familiarizing yourself with the STAR model, so in situations like these you can remember it and use it to find your way to a great answer.

Find out more about how to use the STAR model here!

Content for this article adapted from and inspired by prospects.ac.uk and MindTools.

What is the STAR model?

STAR is an acronym that stands for Situation, Task, Action and Result. It's a method often used to prepare for and answer competency-based questions – click here to find out more about competency-based interviews.

Using the STAR model will help you to recall and draw from your real-life experiences when answering questions. This is especially important because recruiters want to hear about your past experience as it will inform your future performance. You can use this model to really demonstrate your skills and connect this to the position you are applying for.



14 actions for before and during an interview

Making it to the interview phase of a recruitment process is an achievement! It means you are likely a good fit for the role and have an opportunity to showcase that to the recruiters. How you present yourself during an interview is a key component in making an impression as a strong candidate for the position. That is why it is important to prepare for an interview carefully and showing confidence in your answers.

Click here to read 14 actions to take before and during an interview!

Content for this resource was adapted from the UNICEF Career Management Guide.



How to follow up after an interview

You prepared, did your research, and your interview went well! But what happens now? What should you do after an interview? How much communication is too much, or too little? How can you make sure you don't lose that connection? You can find answers to these questions and more in this video, including tips and actions you can use to help you succeed in the job application process after your interview has taken place.

Hear more about following up after your interview with clear and easy to follow examples:

Access the ultimate guide to following up after an interview!



How to prepare for a video interview

In today's connected world, when looking for a job interview, it is quite possible we will have video interviews – pre-recorded or on a live video call

This video from Forbes outlines important things to pay attention to and consider if you are having a video interview. The tips can help us prepare to come across with confidence and anticipate important things that the interviewers will be focusing on. Find out all about these tips and make sure you are ready for this next step:

Watch the Forbes video on how to prepare for a video interview here

If you have **unreliable or low bandwidth** and need to have a video interview, consider notifying the employer of this fact before the interview, politely reminding them when you begin the call and checking if they can see/hear you well. Remember you may need to adapt during the interview – such as turning off your camera.

Consider what your plan B will be in case you lose connection and drop off the call. You may try to rejoin, and if that doesn't work, send a message to the interviewers.

Career coach Kathy Caprino shares how to prepare by outlining a few points:

- 1 Be conscious of what's in the view
- 2 Show your real background if it's suitable and not distracting
- 3 Select professional attire
- 4 Ready your sound and video equipment
- 5 Demonstrate positive body language and behaviour
- 6 Engage the interviewer
- 7 Prepare, prepare, prepare
- 8 Know the "20 Facts of You"
- 9 Practice with a friend or trusted colleague
- 10 Remember that you're talented and valuable

The Breakdown of a face-to-face Interview

Ever wondered about the crucial moments in an interview and how to make the best of them? This video from Indeed's Job Science series helps with this by actually breaking down an interview – from the moment you walk into the building, to questions you may want to ask your potential employer. Filled with important pieces of information, as well as tips on your behaviour, this video can surely help in your journey to a career transition.

Watch “The Breakdown of an Interview” [here](#).



Questions to ask at the end of an interview

You made it to the interview phase! Congratulations, you have shown the recruiters for this role that you are likely to be a good fit. As you prepare for your interview, one key factor to consider is: when it is your turn to ask questions, what will you ask?

People often have challenges when it comes to coming up with their own questions for the recruiters. What is relevant to ask?

In this video, Cass Thompson helps us through the types of questions that may be useful, how to structure your questions and even what not to ask. Start considering this relevant part of your interview process!

Watch the “Questions to ask at the end of an interview” video here!



Career Development

Setting goals is an important aspect of your career development. Without clear goals you won't know what you are working towards. Having clear and achievable goals will set you up for success in your career and life.

There are many useful techniques and exercises for setting goals, and in this section of the Career Resource Centre, you can find approaches to better structure your goals. Explore these exercises and start setting SMART goals with awareness!

EXPLORE THE SUBSECTIONS!



Goal setting

Setting goals is an important aspect of your career development. Without clear goals you won't know what you are working towards. Having clear and achievable goals will set you up for success in your career and life.

There are many useful techniques and exercises for setting goals, and in this section of the Career Resource Centre, you can find approaches to better structure your goals. Explore these exercises and start setting SMART goals with awareness!

In this subsection:

10-minute course for SMART goals

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STRETCH goals

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How to set more ambitious goals

Article | 7 min | Page 64

SMART goals

Exercise | 15 min | Page 61

Why the secret to success is setting the right goals

Video | 12 min | Page 63

10-minute course for SMART goals

This quick and easy 10-minute learning experience will help you shape your objectives using the SMART acronym. You will get to know the meaning of the acronym and the best ways to use it in a structured approach, making your objectives easier to grasp, track and achieve!

Click here to take this 10-minute course and start setting smarter objectives!



SMART goals

SMART stands for Specific, Measurable, Achievable, Relevant and Timebound. These five points are key when defining your goals.

This exercise is a sheet where you can fill in your SMART goals. You can use it whenever defining goals for a project, or even for your own career development.

Try this SMART goals exercise here!

Specific

For your goal to be effective, it needs to be specific. That means answering questions like:

- What needs to be accomplished?
- Who is responsible?
- What are the steps and enablers needed to achieve this?

Measurable

A measurable goal is a more effective goal – because you get to measure to what extent this has been achieved, track your progress, and spot any gaps. So, when defining a SMART goal, make sure to add clear outcomes, set benchmarks, including numbers or targets wherever appropriate.

Achievable

Is the goal you have begun to establish with the first two letters of the acronym realistic? This is where you make sure the goal you are setting is something you can achieve. Think about the enablers you established: do you have those in place? When writing an achievable goal, make sure you are being realistic about your time and resources.

Relevant

Take a step back and ask yourself: how does this goal fit into the big picture? Should it be aligned with your values, your purpose? Should it be aligned with [WFP values](#), with the [Leadership Framework](#) or with the [WFP Strategic Plan \(2022-25\)](#)?

Timebound

To measure your success, it is important to define a deadline. When should this goal be reached by? Designate a time-frame for your goal – and make sure it is a realistic one you can stick to.



STRETCH goals

STRETCH goals prompt us to take things a step beyond the results we are currently achieving. They are a step further from SMART goals, and follow the acronym:

- **S** for [SMART](#)
- **T** for Teach others
- **R** for Reach your potential
- **E** for Engage
- **T** for Testing and trials
- **C** for Commitment
- **H** for Higher levels of success

Before you begin working with STRETCH goals, it is important to determine whether or not it's the right approach for you. STRETCH goals are meant to take you out of your comfort zone, and stretch your work-related muscles, prompting you to higher levels of success. One of the reasons to use STRETCH goals is to encourage and increase enthusiasm, motivation, productivity, and innovation. This type of goal is highly demanding but has shown to improve performance and spark creativity.

Try this STRECH goals worksheet!



Why the secret to success is setting the right goals

In this TEDTalk, John Doerr deliberates why setting objectives and measuring key results matter, what characteristics these objectives need, and how we can use them to transform ourselves, our careers and the world around us.

John prompts us to think about the why of our goals, passions, and purpose. It is the simple act of measuring what really matters, and making sure our goals and objectives are significant, action-oriented, and inspiring.

Start setting inspiring goals that set you up for success:

Watch the “Why the secret to success is setting the right goals” video here



How to set more ambitious goals

A group of researchers (Sonja Prokopec (ESSEC), Mirjam Tuk (Rotterdam School of Management, Erasmus University), and Bram Van den Bergh (Rotterdam School of Management, Erasmus University) performed seven studies using a mixture of real-world scenarios and lab settings, to understand the relationship between how we frame a goal and how ambitious we are in setting the goal.

This informative article gives us three important takeaways that will make a world of difference in framing your goals, ensuring that you set ambitious, but also realistic aspirations.

[Read the complete article here!](#)



Career Development Planning

For developing your career plan, start by building the foundations, like [developing your self-awareness](#), having a grasp on [how you present yourself](#), and [setting clear goals](#) for yourself. Once you have done that, developing your career plan can become much easier. Of course, there will be challenges, but doing so makes you much better equipped to handle them!

Explore this section of the Career Resource Centre for exercises, videos and overall guidance related to developing a career plan!

In this subsection:

Tips for managing your career

Video | 4 min | Page 66

Successful career development

Course | Page 69

Three rules for better work-life balance

Video | 5 min | Page 11

Understanding the S-curve

Article | 10 min | Page 67

Designing your life

Video | 26 min | Page 70

What skill shape do you have?

Page | 7 min | Page 17

Career development plan

Exercise | 30 min | Page 68

Managing dual careers

Video | 17 min | Page 71

How to set up a LinkedIn profile

Page | 10 min | Page 34

Tips for managing your career

Managing your career can sometimes seem difficult, especially when we are not content with where we are at a point in time. Goals and aspirations may seem difficult to reach and you might not know where to start.

This quick video from MindTools gives a simple, easy to follow overview of the important steps in managing and planning for career development.

It is all about knowing yourself, carrying out a useful analysis of your hopes, aspirations and potential career path, brainstorming exciting career options, setting realistic and achievable goals, shaping your current role, and getting recognized for it! Get started with your career development planning:

Watch the “How to manage your career” video from MindTools!

If you want to dig deeper:

Read this article from MindTools!



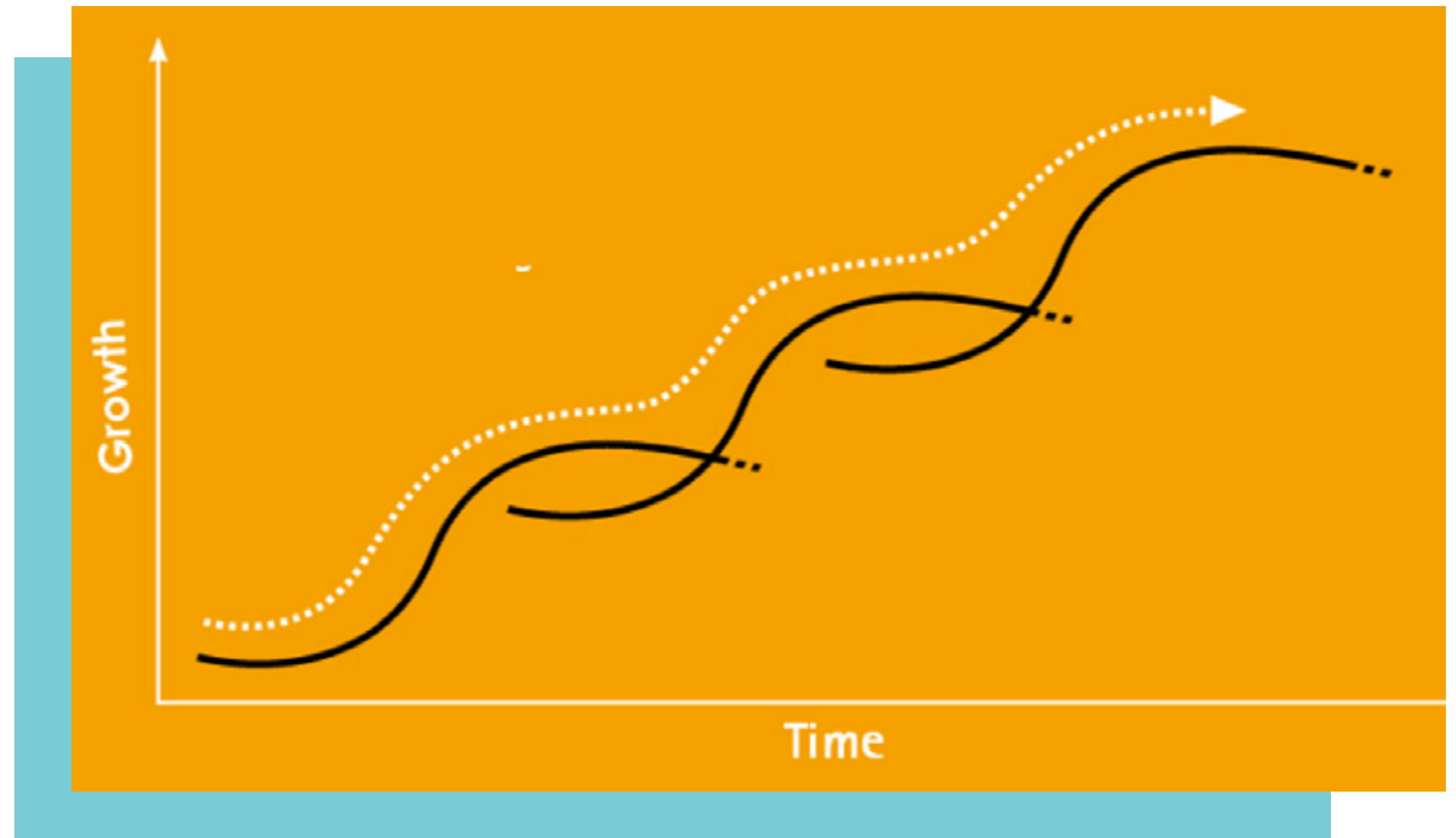
Understanding the S-curve

It is natural that every growth and development journey hits a plateau after some time. It happens to the best of us: everything seemed to be going according to plan, and then... you hit a plateau or maybe even a difficult patch in your career. You start feeling stuck or even worrying about whether you've gone off track with your goals... This is a reality many of us will face during our career development.

But what do you do when this kind of thing comes up? Whether you are just starting out, or maybe you have been in your career for quite some time and have noticed your progress slowing down... Regardless of the reason, taking stock of where you are can be very useful. And that is where the S-curve comes in.

Read this article on understanding the S-curve!

Original S-curve applied to careers introduced by Méndez-García and Johnson. Content for this article was adapted from [MayBusch](#), [McKinsey & Company](#) and [Product Lessons](#). To go deeper into the S-curve, read these articles!

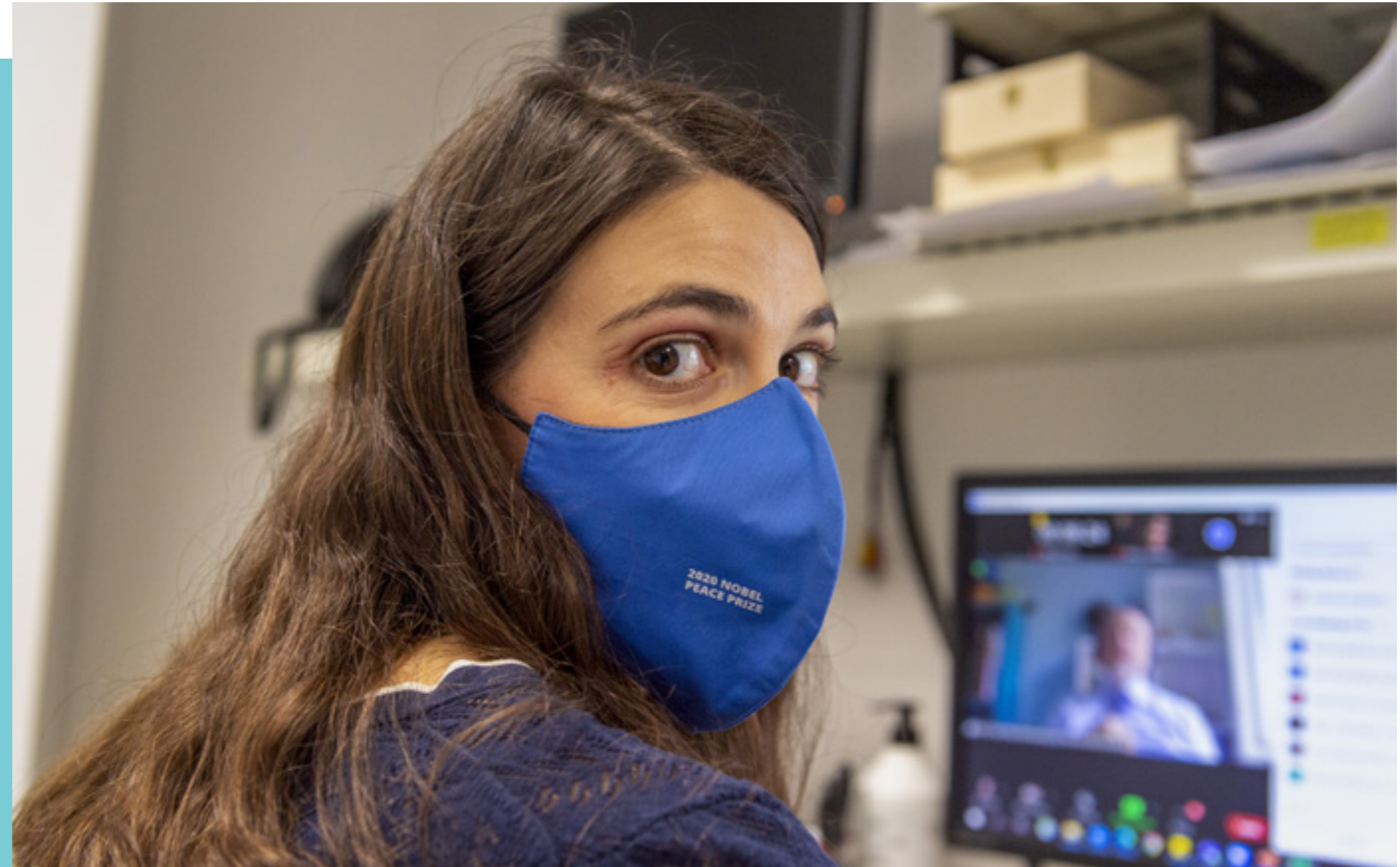


Career development plan

Developing an individual career development plan is an important aspect of your journey. It can sometimes sound like a daunting task, to look at your career head on and reflect on it. This exercise aims to make that a bit easier, bringing you clear prompts to start building your plan.

Access the career development plan exercise!

Content for this exercise was adapted from the UNICEF Career Management Guide.



Successful career development

Regardless of whether you are a seasoned professional, or just starting your career, it is likely that you strive toward successful career development. This Coursera course from the University System of Georgia can help set you up for success in your career development.

In this course, you will work on your professional behaviour and networking skills, discover effective ways to streamline your career and actions you can take to work on your goals and career development plan.

To enrol for free, log into Coursera, click Enrol on the course page and select the option "Audit this course" -- please be aware you will not receive a certificate with this option. If you choose to regularly enrol for free, you will have a 7-day trial to complete the course.

Enroll in the Successful Career Development course here!



Designing your life

Designing your life starts at being aware of the direction your life is taking. It is so common in daily life to let ourselves get carried away by the motions, we tend to forget and let go of the awareness. The truth is, each decision we make shapes where our lives will go, and if we are aware of those, we can guide and direct our lives according to what we want to achieve.

You may be familiar with design thinking, a collection of methods and processes to dig deeper and provide solutions to problems. Well, in this video, Bill Burnett brings up your life as the design problem you can focus on. How will using design thinking transform the way you design your own life?

Bill talks through mindsets and dysfunctional beliefs, identifying the problem as you would in a design thinking session, and using that to ideate, prototype and develop solutions for the future.

Watch the TEDxTalk “5 steps to designing the life you want” here!

To dig deeper into developing yourself for the future:

Watch How to Future Proof Yourself!



Managing dual careers

Managing dual careers can be a big challenge, especially in a global organisation like WFP. Couples and families are changing, and it can take a moment for organisations to catch up to the organic developments of our personal choices. Avivah Wittenberg-Cox is the CEO of 20-first, a leading international gender-balance consultancy, and in this TEDxTalk, she brings us reflections and opportunities around managing dual careers. Can you shift your mindsets and more consciously discover the dual career model you wish to adopt? Are both of you taking each other's career in consideration when developing your own career plan and path? Are there opportunities you can identify that challenge your thinking and take you into a new direction with your career plans?

Watch the "Conscious Coupling: Managing Dual Careers" TEDxTalk [here!](#)

[Click here to discover more about spouse employment at WFP.](#)



Career conversations

The conversations you have about your career – with your manager, mentors, peers and your network overall – play an important role in your development. Exchanging information and learning from others can empower you to make important career moves, and know when it is time to make them. That is why this subsection of the Career Resource Centre explores different types of career conversations, who and when you should engage in a career conversation, as well as how to have them.

If you are a supervisor, you can find guidance on how to have career conversations with members of your team. If you are an employee, you can find guidance on how to have a career conversation with your supervisor – and get the best outcomes from it.

You will also find guidance on how to respond to feedback you receive and use it for your growth, and much more. Let's get started!

In this subsection:

How to have a career conversation

Job Aid | Page 73

How to manage difficult conversations

Exercise | 20 min | Page 75

Mentoring: its role, myths and differences from coaching

Article | 10 min | Page 42

Receiving feedback

Page | 5 min | Page 74

WFP Professional Development Mentoring Programme

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How to have a career conversation

A career conversation is a discussion held between a team member and their manager. It is designed to be centred on the team member's career aspirations, as well as their potential growth within the context of WFP and, in some cases, the option to move outside of WFP or the United Nations system.

The purpose of a career conversation is for the manager to help staff members identify their career-related goals and create a development strategy to reach their objectives.

Note that career conversations are an important career development tool that can be used to actively support employees in exploring their career options.

This job aid includes what you need to know about career conversations, when to have them, how you should go about them, and includes useful reflection prompts and exercises to prepare you for a career conversation.

There are two job aids – one for employees and one for managers.

Access the job aid for employees!

Access the job aid for managers!



Receiving feedback

Feedback is a very important tool for your growth and development, so there are actions you can take to stay open, and to receive it with ease. Sometimes, we may receive feedback that is difficult to hear or not what we expected. When this happens, we can get stuck in our own heads, so it can be useful to think of feedback as a window onto how others experience you. Remember, feedback is intended to help you grow – it is never supposed to be directed at you as a person, but rather at improving your professional skills and performance. Giving and receiving feedback is beneficial to the person who receives it, the person who gives it and to the organisation as a whole.

Practice the four A's: Allow, acknowledge, appreciate, assess

When you receive feedback that may be difficult to hear, it will be useful to remember the four A's:

Allow

Sometimes hearing feedback may give you an immediate reaction which makes it harder to take in and understand the feedback being presented to you. Taking control of how you respond to feedback is an important step, which then allows your counterpart to convey their message to you in a clearer and simpler way. Try to stay open minded and mind your body language so you do not seem closed off. Make eye contact, try not to cross your arms or have a defensive posture. Allow the feedback to be brought to you.

Acknowledge

The next important step is acknowledging this feedback is being brought to your attention for a reason. You don't have to respond to whatever is being brought to you right away – you can take your time to reflect, understand, and put together an action plan if you need

to. If you can't think of any, it is okay not to ask questions at this point. Acknowledge the feedback that was given to you – a good way to show you were actively listening is to repeat some of the keywords back to your counterpart to show that you understand what they are saying. Try to also acknowledge how you are feeling about it, and understanding that whatever it is that you feel, you can work through this.

Appreciate

It is important to remember feedback plays a key role in your growth and development throughout your career. As hard as it can be to hear, it is also important to appreciate. Any feedback you receive is an opportunity to work on yourself and convey your enthusiasm for learning and growing. So, try to actively appreciate that your counterpart is offering you this opportunity and make sure to thank them for bringing this to your attention.

Assess

After receiving the feedback, take time to think about it. What are the points that resonated with you, and you can see clearly? What are points that you have difficulty understanding? Do you have a clear picture of what this means? Once you have had some time to reflect on this feedback and assess yourself, you can come back to your counterpart with any clarifying questions you want to ask, or with an action plan for them to validate or let you know their thoughts.

By using the four A's you can make sure you are using feedback to your advantage as you understand it, reflect on it, create an action plan and implement it to aid your growth and development.

How to manage difficult conversations

This exercise is all about thinking of a conversation where you may have had negative feelings or responses. Reflecting on these situations answering the prompts of the exercise will help you to understand and explore ways to avoid having a negative response or escalating the issue, as well as taking it in professionally.

Take the “How to manage difficult conversations” exercise here.



Career transitions

Throughout your career, you will undoubtedly go through many different transitions. Transitions can be difficult at times and may present us with lots of challenges. Often challenges are the reason why you need to make a transition in the first place. Or sometimes things change in our personal lives, and it prompts us to make a new career move. These, and many more, may come into play when considering your next career transition.

The guidance provided in this section will help you to think critically and meaningfully about your transitions, how to get the most out of them, and how to deal with the many aspects of a transition.

Whether you are considering your career progression, starting a new role, becoming a supervisor for the first time, going on a TDY, or even retiring, explore this subsection for helpful guidance!

In this subsection:

The psychology of career decisions

Video | 13 min | Page 77

Career growth: making lateral moves

Article | 10 min | Page 80

Retirement

Resources | 10 min | Page 83

Leading People, Leading Teams Guide

Job Aid | Page 78

How to return to work after a career break

Video | 13 min | Page 81

Job crafting

Article | 20 min | Page 85

How to successfully transition from a peer to a supervisor

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Making the most of a new role

Article | 10 min | Page 82

The psychology of career decisions

How did your career journey unfold? Did you actively make the choices that brought you to where you are, or did someone else or circumstances make them for you? Have these choices aligned with your goals?

How do you begin to plan for a career transition? What are the important aspects of it? An important element is understanding what goes into the decisions you make throughout your career journey.

If we are not practicing self-awareness frequently throughout our careers, the path may begin to feel complex or difficult to make out. That is why Sharon Belden Castonguay takes us through the importance of creating a career by design and making career transitions that align with your goals.

Watch “The Psychology of Career Decisions” here.



Leading People, Leading Teams

This job aid from the Leading People, Leading Teams Supervisory Skills programme is a helpful guide to supervising. It can support you in your transition to supervising for the first time, or even if you have been a supervisor for some time. You will find reflection prompts and key points to consider in your supervising journey.

Access this job aid here!



How to successfully transition from a peer to a supervisor

So, you have officially been appointed as a supervisor of your team, perhaps even through a competitive selection process. This, of course, will not only impact your work, but also the relationship dynamics with your team. How can you successfully make that transition in a way that is comfortable for you and for each member of your team?

This video outlines some of the possible challenges you may face while making that transition, and a few suggestions on how you can deal with that.

Watch “how to successfully transition from a peer to a supervisor” here.



Career growth: making lateral moves

Contrary to popular belief, career growth does not necessarily mean an upward career progression. Throughout your career path, you may find yourself in many situations where a lateral move can bring you fulfilment, learning and growth.

Moving to a similar role in a different function or concentrated area, taking a temporary appointment or assignment, or working on a particular skill that may not be what your current role is based on, are examples of growing your career laterally in order to achieve your career goals.

This Masterclass article outlines important points to consider about making lateral moves in your career, and the possible pros and cons of doing so.

Read the Masterclass article on making lateral moves [here](#).



How to return to work after a career break

Sometimes a career break is necessary. There are many different reasons why this may happen, such as elder care, physical or mental health concerns, childcare, divorce, and so many others. The truth is, coming back to work after a long leave or gap can feel intimidating and difficult. So what are your options when coming back? How should you go about it, and what should you expect?

Career reentry expert Carol Fishman Cohen talks about her own experiences with people coming back to the workforce, her work championing the success of “relaunchers” as they make their move to return to work and how employers are changing how they engage with return-to-work talent.

Watch “How to return to work after a career break” here.



Making the most of a new role

Of course, you would like to make a positive impression and impact right away when moving to a new position. What actions can you take to ensure you make the most of your new role in the first week, the first 30 days, and the first 90 days?

The first week is crucial for first impressions, by introducing yourself and arriving with a positive attitude, making sure you pay attention to your surroundings and other people, remembering their names and asking interesting questions. The first 30 days are all about settling in and learning about how your skillset can apply to this new role, as well as showcasing your effort and adaptability. In the first 90 days you should be taking ownership for your new role and setting yourself up for success.

These timelines are crucial to making the best of your new role. This article from Indeed outlines important actions you can take through each of the key milestones to make sure you achieve your goals.

Read “How To Succeed in Your New Job: First Week, 30 and 90 Days” from Indeed.



Retirement

Making the transition into retirement requires planning and organizing, and it is important to recognize the effort it will take.

To help plan your retirement transition:

You can sign up for the **[FAO Retirement Seminars](#)**.

Learn more about the **[UN pension fund](#)** and **[how it may affect you](#)**.

Learn more about the **[WFP Alumni Network](#)** and how you can join it as a retiree, and even **[get to know WFP Alumni stories](#)**.

Read this important article on **[how to make a positive transition to retirement](#)**.

Explore these resources to help your planning!



Staying relevant

Our world is moving at a faster pace than ever. Through the constant changes, you may ask yourself: how can I stay relevant in my career journey? What exactly do I need to develop and grow in order to continue on the pathway towards my goals?

How do you ensure that you are taking the evolving future of work into account in your development. There are important skills you will need to focus on as you look for new opportunities, develop new capabilities, and find your way through staying relevant.

Explore this subsection of the Career Resource Centre for advice on staying relevant, constantly learning and growing and exploring your options.

In this subsection:

Job crafting

Article | 20 min | Page 85

Happy UN Career

Podcast | Page 88

Understanding the S-curve

Article | 15 min | Page 67

Three rules for better work-life balance

Video | 5 min | Page 11

Understanding an adversity

Assessment | 10 min | Page 86

The beginner's guide to deliberate practice

Article | 15 min | Page 89

How to set up a LinkedIn profile

Page | 10 min | Page 34

WFP Leadership Framework

Assessment | 10 min | Page 10

The Squiggly Career

Book | Page 87

Can machines teach us how to manage our time better?

Video | 5 min | Page 90

What skill shape do you have?

Page | 7 min | Page 17

Job crafting

Consider a piece of clothing you may wear; it may seem that the design is there for you to use, and you cannot change it. That, however, is not the case. You can make alterations such as changes to sizes and dimensions, even adding seams, so it fits you better, perhaps adding an interesting piece of decoration, so it is less plain and fits more with your style. Job crafting is essentially doing that to your work, tailoring your job to you – making small, consistent changes to have it fit you better. It enables you to tap into your strengths and skills and bring that value to your team and organisation.

Job crafting is an employee-driven exercise, meaning it is not something your manager will necessarily give you as a task. It is something where you can take initiative, come up with ideas and discuss with your manager if there are changes that will require their input or agreement. The changes you want to make may also involve colleagues e.g. an idea to collaborate with a colleague on a task. Job crafting comes from your motivation to make your job more engaging and meaningful.

Learn more about what job crafting looks like!

Follow this step-by-step for job crafting!



Understanding an adversity

When faced with an adversity in your career path, what are your immediate responses? Perhaps you may be frustrated, annoyed, upset or even angry about it. If you can channel those emotions to a productive outcome, overcoming this adversity can prove easier and less stressful. This assessment is a quick and simple list of questions to help you work through these adversities calmly and productively.

Try taking this assessment to understand an adversity you may be facing.

Try this assessment!

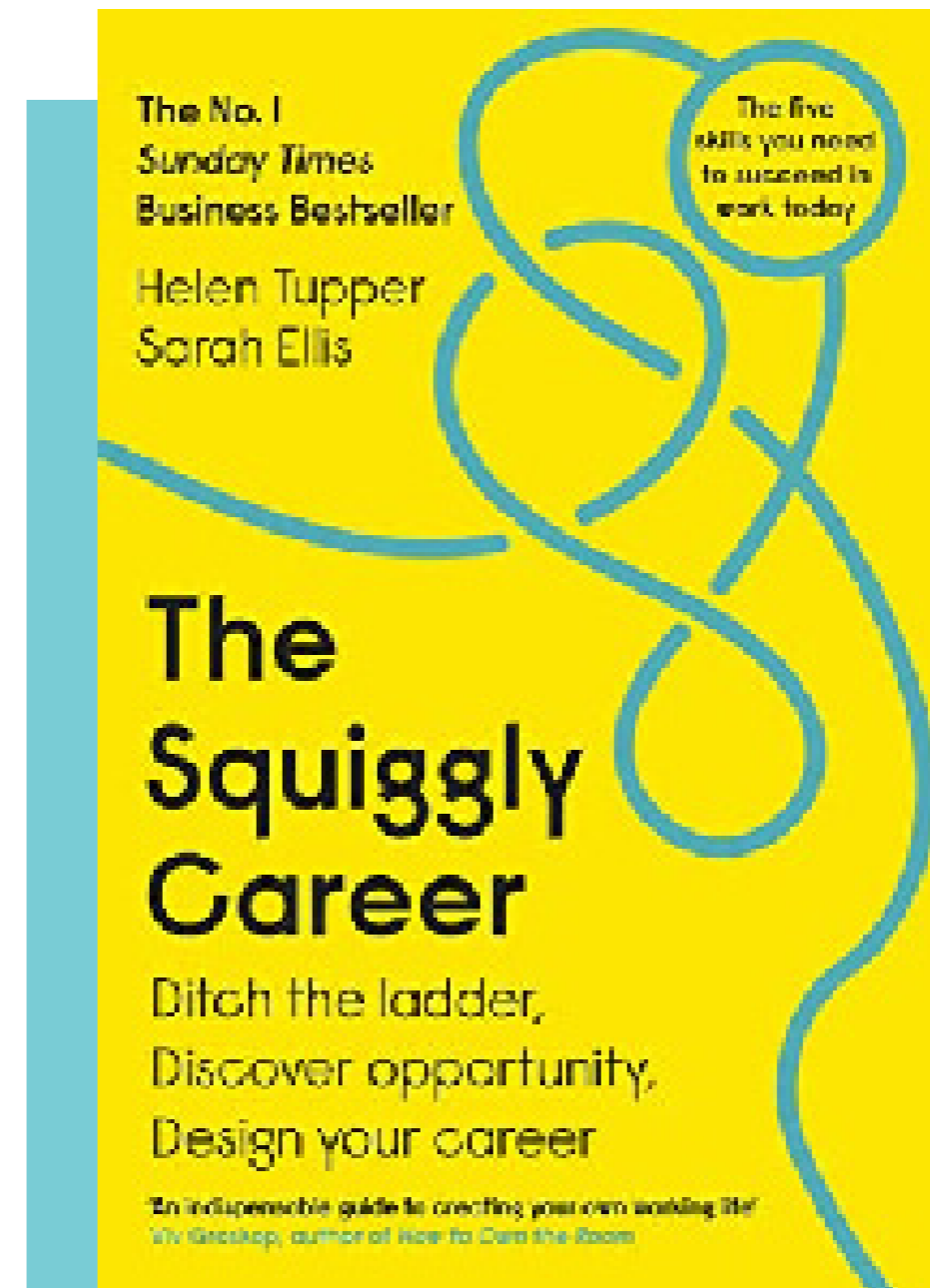


The Squiggly Career

Today, we're living in a world of squiggly careers, where moving frequently and fluidly between roles, functions, locations, and even careers, is becoming the new normal., Looking at careers as “squiggly” rather than linear can be full of opportunity, freedom and purpose. And to make the most of this we need to answer some important questions: What am I good at? What do I stand for? What motivates and drives me? Where do I want to go in the future?

In The Squiggly Career book, you will learn how to: play to your super strengths, discover your values, overcome your confidence gremlins, build better support networks and explore your future possibilities. This is a book packed with insights about the changing shape of work and inspiration from highly successful people. This book will fuel your growth and help you be happier, and ultimately more successful in your career.

Access “The Squiggly Career” by Helen Tupper and Sarah Ellis in the WFP Virtual Library.



Happy UN Career

In this podcast, you can find practical guidance and inspiration on how to create more fulfilment and better balance in your work and life.

Listening to the episodes, you will find ideas on how to stay relevant by taking real ownership of your career, gaining recognition, sharpening your focus, and many others. You will also get into effective ways to plan, prioritize, create boundaries, improve relationships and networks, and generate powerful options for yourself in your career path. The Happy UN Career Podcast is hosted by Barbara K Andersen, UN Career Strategist. Barbara has over 18 years of experience in working in UN organisations, international HR, career development, and coaching.

Listen to the Happy UN Career Podcast.



The beginner's guide to deliberate practice

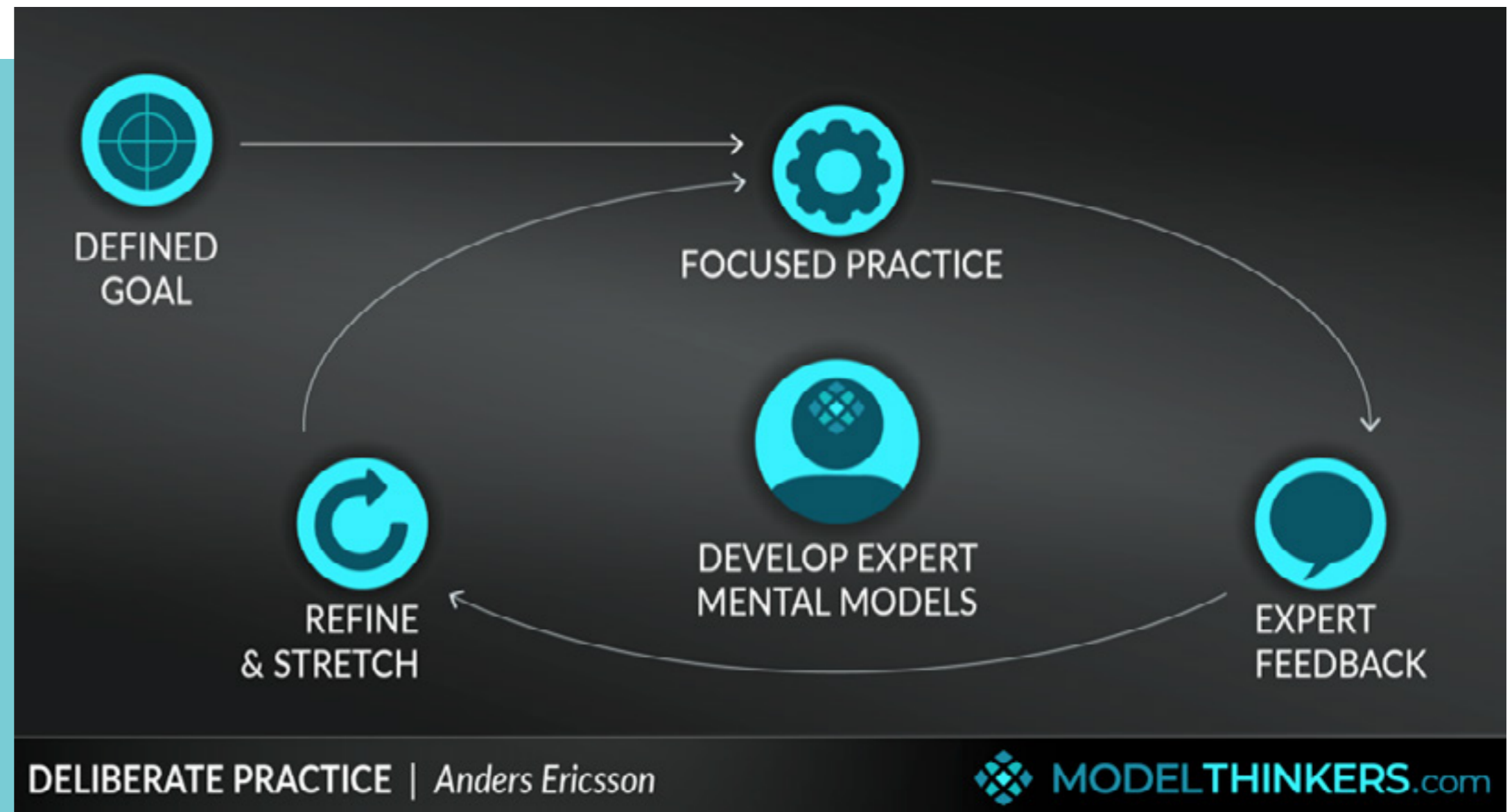
Deliberate practice can be a very useful way to improve your skills and develop new ones.

Regular practice involves repetition, of course. But deliberate practice takes it to the next level with focused attention and specific goals in a purposeful and systematic way.

This article from JamesClear takes you through a bit of the history of deliberate practice, what it is, examples, and how you can use it to hone skills, knowledge and behaviours.

Read the JamesClear "beginner's guide to deliberate practice".

To dig deeper into deliberate practice, [check out this page on Model Thinkers.](#)



Can machines teach us how to manage our time better?

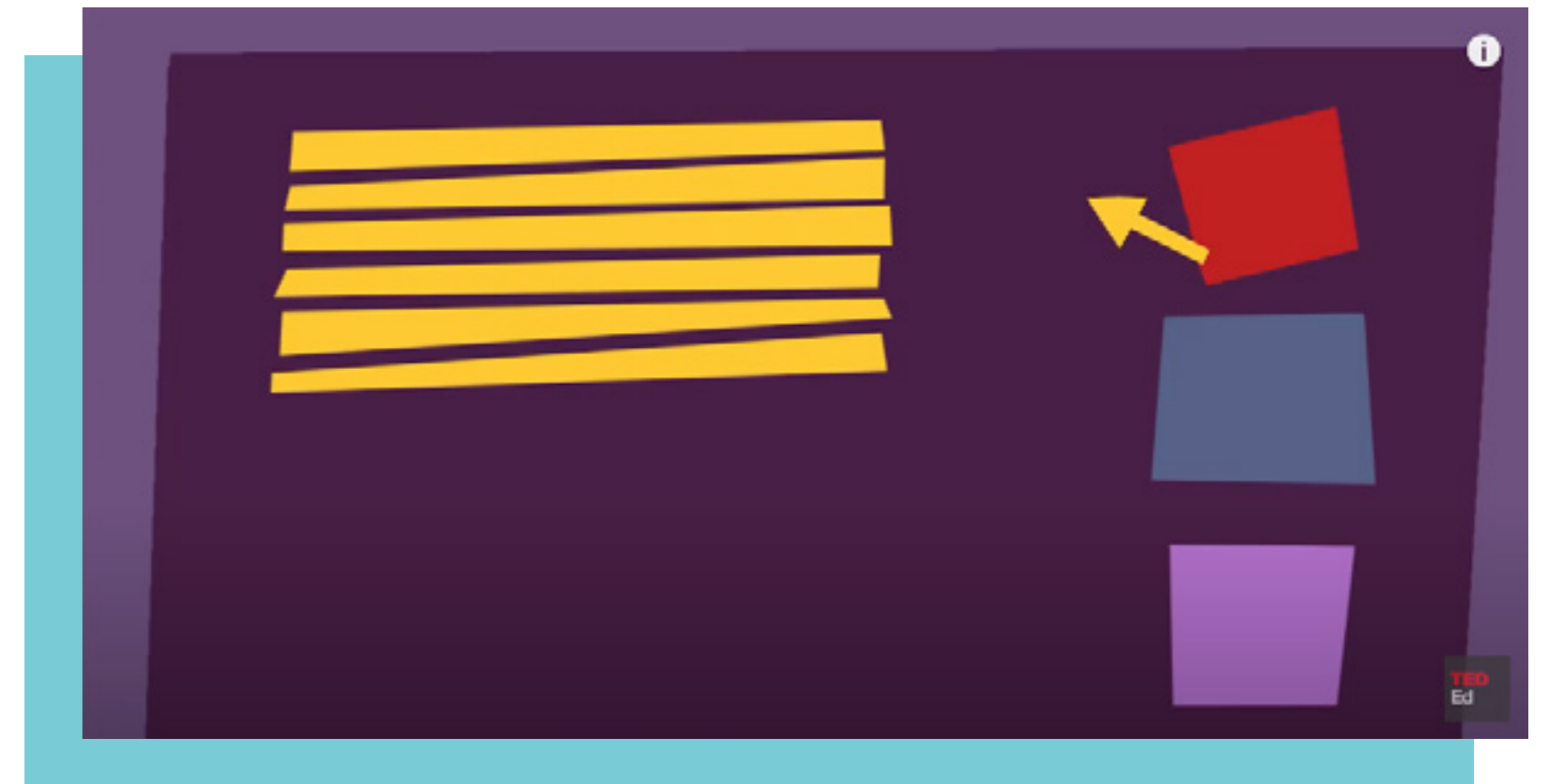
This video from TEDEd brings an interesting approach to thinking about time management: how do computers and other machines do it?

Machines are, of course, programmed to know what to do as well as when to do it. We can learn lessons from programming that help us be more effective at our tasks and even gain more time.

Learn more about how you can improve your time management:

Watch the “How to manage your time more effectively (according to machines)” video!

To dig deeper about keeping up with the times, watch **How to Stay Relevant for a 50 Year Career!**



Lifelong learning

Learning is a lifelong journey, and as such it is continuous and self-motivated. We often think about learning as a chore or something we need to do in order to develop, but the truth is we are always learning and growing. Whether you are pursuing personal interests and passions or chasing professional ambitions, thinking about learning as rewarding and interesting can help you to achieve personal goals and satisfaction.

At the centre of lifelong learning is the understanding that we have an innate drive to explore, a curiosity to learn and grow that encourages us to improve by paying attention to what inspires us.

Throughout this guide you will see that you are in the driver's seat of your development. Lifelong learning is taking that as a mentality to all aspects of your life, searching for ways to stay curious and can improve your skill by continuously learning!

Benefits of lifelong learning

Renewed self-motivation: Figuring out what inspires you will put you back in the driver's seat and is a reminder that you can really do things in life that you want to do.

Recognition of personal interests and goals: Re-igniting what sparks your interest as a person reduces boredom, makes life more interesting, and can even open future opportunities.

Improvement in other personal and professional skills: While you are busy learning or acquiring new knowledge, you are also building other valuable skills that can help you in your personal and professional life.

Improved self-confidence: Becoming more knowledgeable or skilled in something can increase your self-confidence in both your personal and professional lives.

If you want to go deeper into Lifelong learning, please explore the [Critical Skills Academy Lifelong Learning Programme here.](#)

Explore the subsections below and discover how you can implement lifelong learning in your life for better results!

EXPLORE THE SUBSECTIONS!

Cultivating curiosity

When you're curious, you're open to exploring new ideas, experiences, and possibilities. You're open to meeting new people and learning new things and open to leaving behind outdated mindsets and limiting beliefs. It's that openness—that curiosity—that fuels growth. This is an important part of your growth, both in your personal life and in your professional life.

With curiosity we tend to explore new ways of doing things and tackling opportunities and challenges. We build our appetite for learning and development. This is important for your growth, both in your personal life and in your professional life.

See these curated resources on curiosity and how they can help you understand and cultivate your curiosity to learn and grow even more!

In this subsection:

What is your curiosity type?

Assessment | 12 min | Page 93

Taking an interest vs Being curious

Video | 3 min | Page 95

The Curious Advantage

Podcast | Page 94

Pieces of career advice

Article | Page 96

What is your curiosity type?

Have you ever wondered what drives your curiosity? What engages you and makes you more interested in the world around you, and how can you cultivate curiosity in your daily life?

This assessment from the Britannica Encyclopedia is called a Curiosity Compass -- it will show you what your curiosity type is, which will, in turn, help you to learn more about yourself and how to build habits to learn and grow better.

Take the assessment here!

To dig deeper into curiosity, **try taking this Curiosity Scale Diagnostic** for a more in-depth view and report on your curiosity profile.

The artist

"Artists are intuitive creators. They are curious about the human experience and they express that curiosity by creating things that enlighten our awareness of the mind and of the world."

How Artists can stay curious

The best way to remain curious with your imaginative and creative mind is to understand your experience and the experiences of others and use this to share important learnings with the world! You can stay curious by using your intuitive thinking to find ways to have unique and innovative ideas to bring positive change to your life and your work!

The inventor

"Inventors are inquisitive creators. They are curious about how things work, and they channel that curiosity into creating things that improve the ways we interact with the world and with each other."

How Inventors can stay curious

As an inventor, you are inquisitive and interested in understanding the inner workings of tools, processes, and ways of thinking. Questioning why, and understanding how things work, is an important step to cultivate your curiosity and spot opportunities where change can be beneficial. Importantly, you can engage your curiosity by sharing your thoughts and process with your team and involving them in your investigations.

The explorer

"Explorers are intuitive discoverers. They are curious about the possibilities of the world, and they engage that curiosity to discover new things through experience and participation."

How Explorers can stay curious

As an explorer, your curiosity is triggered by learning more about the world, people, and cultures. Connecting with the intuitive human side and discovering the uniqueness of a group's needs will be a great way to enhance your curiosity! You will appreciate connecting with people who can guide you in your journey, and to also offer guidance to others on their paths. You constantly step closer to see the detail, and step away to look at the big picture -- so you never lose sight of the goal and remain curious.

The scientist

"Scientists are inquisitive discoverers. They are curious about the systems that shape the world and the universe, and they apply that curiosity to discover new things through observation and investigation."

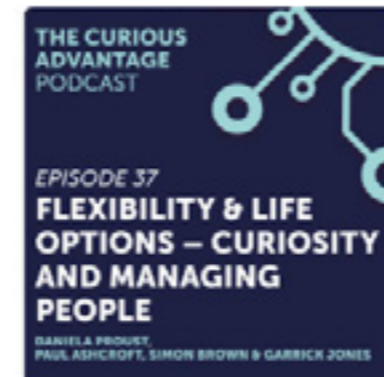
How Scientists can stay curious

Learning drives your curiosity, and as a scientist and, as a scientist, what keeps you motivated! Looking for new things you can learn and following topics that spark your interest will help you to keep the flame of your curiosity lit. Sharing your learnings with your team and others will also be impactful! You understand the value of sharing knowledge with others, and that will motivate you to move forward and achieve your goals.

The Curious Advantage

The Curious Advantage Podcast series focuses on how individuals and organisations use the power of curiosity to drive success, especially in the context of our new digital reality. It brings to life the latest understanding from neuroscience, anthropology, history and behaviourism about curiosity and makes these useful for everyone. This podcast is brought to you by the authors of the book *The Curious Advantage*, Paul Ashcroft, Simon Brown & Garrick Jones.

Let's explore curiosity with this podcast!



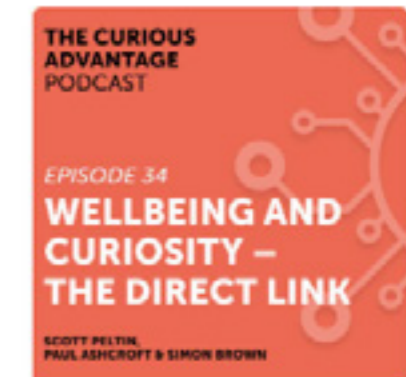
37: Flexibility & Life Options – Curiosity and Managing People - The Curious Advantage Podcast



36: Web3, Community and Marketing in the 21st Century - The Curious Advantage Podcast



35: A Curious Culture in a Global Organisation – Nurturing the Will before... The Curious Advantage Podcast



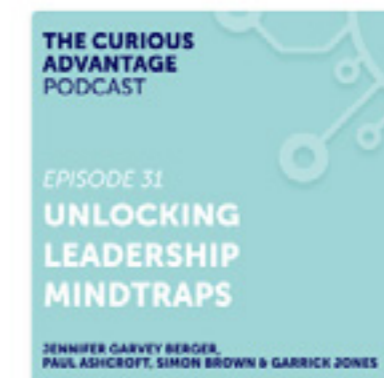
34: Wellbeing and Curiosity - The Direct Link - The Curious Advantage Podcast



33: Activating Curiosity - The Curious Advantage Podcast



32: Unleash Curiosity, Creativity and Improvisation at Work - The Curious Advantage Podcast



31: Unlocking Leadership Mindtraps - The Curious Advantage Podcast



30: Pots, Pottery and the Matrix - The Curious Advantage Podcast

Taking an interest vs Being curious

Have you ever thought about the differences between being curious and simply taking an interest in something?

There's an important difference in the ways we approach our own lack of knowledge. When we want to know something, are we satisfied once we've found the answer? Do we stop reading the detective novel once we've discovered who committed the crime, or are we suddenly intrigued by new questions?

This video from psychological researcher Suzanne Hidi says this difference between curiosity and interest can help us understand why some people appear far more motivated and engaged in their lives than others. Are you curious about life, or are you simply interested?

Watch "Taking an interest vs Being curious" video here.



Pieces of career advice

This is an excerpt from the book **The Squiggly Career by Helen Tupper and Sarah Elis, available at the WFP Library here.**

Read all pieces of career advice!

“Never stop dreaming.”

Amelia Kallman, Futurist, Speaker and Author

“Find your superpowers and develop them.”

Dan Gilbert, Founder, Brainlabs

“Find a place to work where you can be yourself and look forward to going to work every day. This takes time and you will probably try a few things before discovering the right fit for you. And once you do find the right culture your attitude is so important. Be enthusiastic, positive and grab every opportunity you can to learn and grow.”

Dame Carolyn McCall DBE, CEO, ITV

“Be really, really honest with yourself about what you do and don’t value and what you want in your life. Your career choices should clearly help you achieve the things you want and avoid the things you don’t. They need to allow you to celebrate your values not compromise them..”

Tom Hampson, Marketing Director, Mamas & Papas

“Listen to all the advice you can, but your most powerful tool is your own filter for that advice. You know the situation better than anyone. Take counsel, take as much as you can – but then trust your own judgement.”

Rosie Warin, CEO, Kin&Co

“The best piece of advice that I got was from another poet, back when I was eighteen. It was twofold. He said that it takes many stars to decorate a sky, so focus on your own lights. That’s become increasingly important to hold on to in this age of social media and mass data, where comparison has become that much easier to sink into. He then went on to say that every story is worth telling, every single one. The art is only in how well you tell it.”

Sophia Thakur, Poet

Growth mindset

Having a growth mindset means to be open to exploring possibilities and seeing challenges as opportunities instead of setbacks. People who have a growth mindset believe that even if they struggle with certain skills, their abilities aren't set in stone. Having a growth mindset can have real benefits. It can help you reframe your approach to challenges and stay motivated to work to improve your skills. Instead of thinking "I can't do this," think "I can't do it **yet**". A growth mindset will allow you to understand that your abilities and intelligence are not set in stone, and you can work on them to improve and enhance your results. Through this, you'll achieve higher and learn better, creating more opportunities for your career and for yourself.

Explore curated resources to develop, cultivate and maintain your growth mindset!

In this subsection:

Fixed mindset vs Growth mindset

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Your stretch zone

Video | 6 min | Page 101

What is my mindset?

Assessment | 10 min | Page 99

Three rules for better work-life balance

Video | 5 min | Page 11

Growth mindset activities

Exercise | 15 min | Page 100

Fixed mindset vs Growth mindset

How can we best understand what is a fixed mindset and what is a growth mindset? How do these mindsets impact our lives? This quick video gives a good introduction to these concepts, what they are, how they work and why it matters. Achieving and maintaining a growth mindset can help you in managing your career as you develop with an open mind and positive outlook on your journey.

Watch Growth Mindset Introduction here!

To dig deeper into actions you can take **watch 11 Growth Mindset Strategies here!**



What is my mindset?

Like most things in life, your mindset shifts and changes frequently. It is useful, then, to do a quick assessment like this one and think about how you have been approaching situations in your life.

Ready to find out more about your mindset?

Take this assessment here!

This assessment was developed by Dweck, Carol (2008). Mindset: The new psychology of success. Random House Digital, Inc.



7 Growth mindset activities

Having a growth mindset can be the key to deeper learning, and growth in many areas of your life.

And there have plenty of studies that have continued to explore the concept of growth mindset, that was originally made popular by Carol Dweck. But one important thing to consider while fostering a growth mindset is:

“The path to a growth mindset is a journey, not a proclamation.”

Carol Dweck, author of *Mindset: The New Psychology of Success*

What this means is not only should we be creating an environment, but also consciously engaging in activities or habits that strengthen a growth mindset.

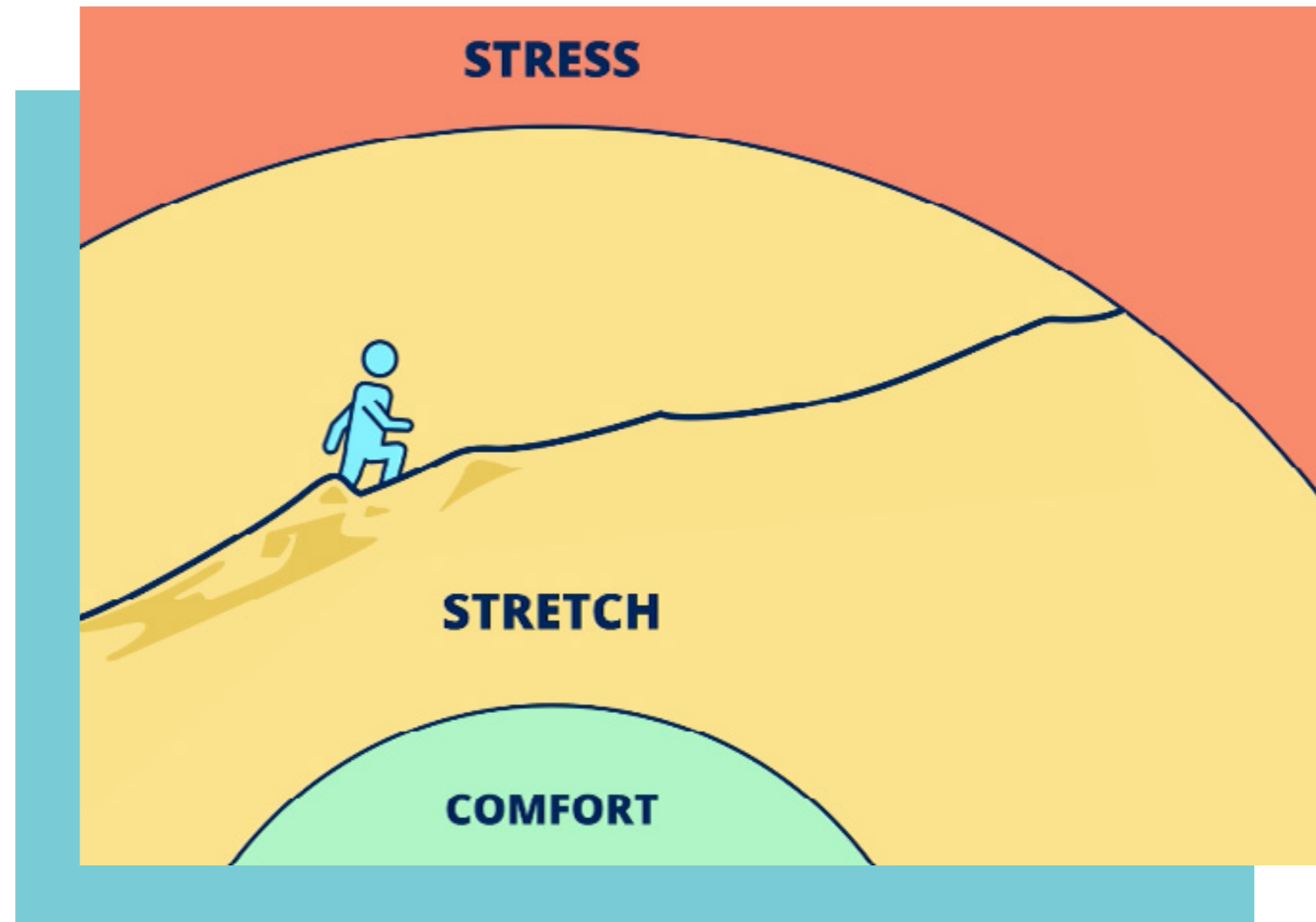
Find out more and try these activities!



Your stretch zone

Stepping out of your comfort zone can be a difficult thing to do, even though it's necessary in order to grow and learn new skills. This video from the Lifelong Learning Programme shows us what stress and stretch zones are and how to make the most of stepping out of your comfort zone in a healthy way.

Watch "Your Stretch Zone" video here.



Learning to learn

Learning to learn is the ability to structure and organize your learning to maximize your results. It is essentially understanding how you learn best and using that to explore options that help you achieve your goals faster, as well as adopting specific strategies, techniques and habits that optimise the time you invest in learning. This can be a powerful tool in your career management and development, helping you to develop skills faster, upskill and grow to achieve your career goals and dreams.

Explore the curated resources to discover how to maximize your learning results!

In this subsection:

The Learning Pyramid

Article | 5 min | Page 103

How to speed learn in 5 simple steps

Video | 5 min | Page 106

Building new learning habits

Video | 6 min | Page 108

Learning tips for busy people

Video | 6 min | Page 104

Learn 2 Learn

Resource | Page 107

Learning as part of your daily routine

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Learning to learn tips

Tips | 5 min | Page 105

The Learning Pyramid

and how it can help you understand and structure your learning

Just as food nourishes our bodies, knowledge and continuous learning nourishes our minds. Lifelong learning is an indispensable tool for our growth and development.

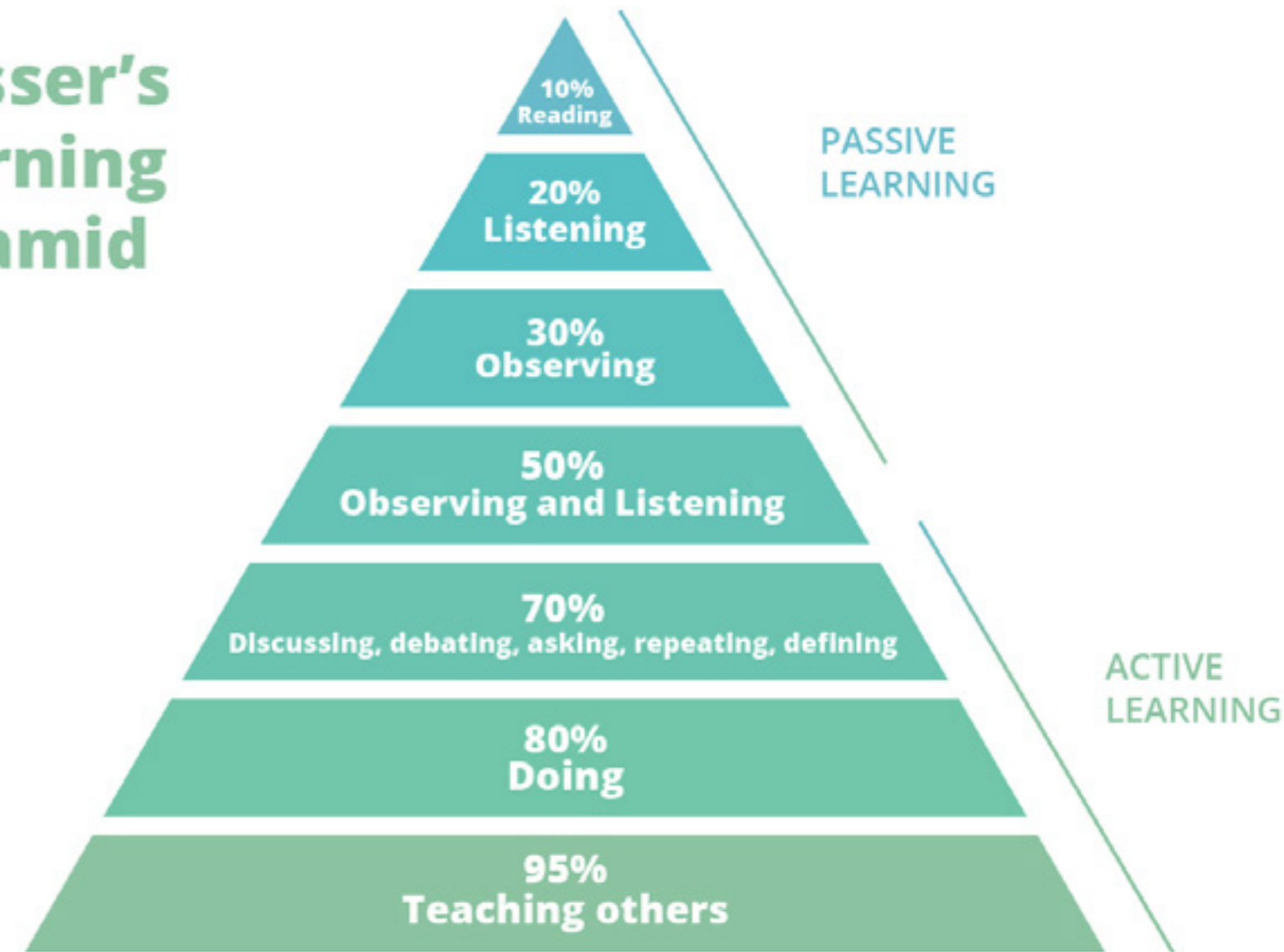
Have you ever wanted to learn more about a certain interest of yours, but felt discouraged because you didn't know where to start? Or have you ever felt overwhelmed as you started trying to learn a new skill?

To overcome these obstacles, William Glasser (1925-2013), psychiatrist and scholar applied his theory of choice to learning and education, which in turn led him to create the Learning Pyramid.

Find out more – read the full article!

Article adapted from the Education Corner's "The Learning Pyramid".

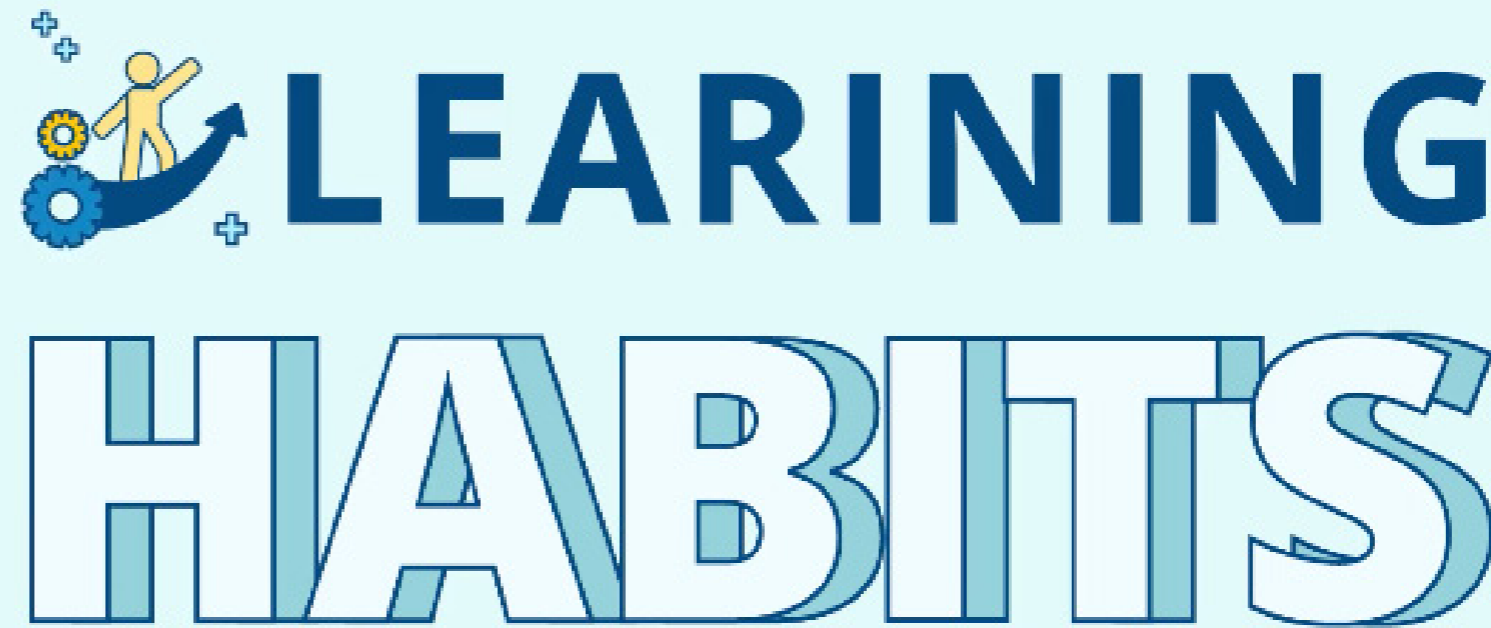
Glasser's Learning Pyramid



Learning tips for busy people

We are all busy doing the work that matters – saving lives and changing lives. Sometimes it can feel like we have no time to learn new skills or improve our abilities. That is why it is important, as busy people, to embed learning into our everyday lives. Let's watch this video from the Lifelong Learning and Growth Mindset Programme to find ways we can learn more everyday even while doing our important work.

Watch the “Learning tips for busy people” video here.



Learning to learn tips

At WFP we learn so that we can grow as individuals, as an organization and to deliver better results to the people we serve. We all learn in different ways, but there are some general tips to organize and improve your learning. Read our main tips here!

Would you like to dig deeper into learning hacks and tips? **Visit the Model Thinkers website and explore for more!**

1 Set a clear learning goal

Define what kind of skill you want to acquire narrowly and in detail, and then find the best resource/ training to meet your learning goal.

2 Chunking

Break down the learning material into manageable chunks, this will make learning more effective!

3 Commit to memory

Write down what you have learned or summaries it in notes. This helps strengthen it in your memory.

4 No multitasking

Learn one thing at a time. Studies have shown that multitasking isn't only ineffective, but also more stressful and hinders learning.

5 Spaced repetition or spaced retrieval

It is better to space your learning out on smaller timeslots. Overall, it's better to practice 1 hour 5 times a week, than 5 hours one time a week. Find out more about spaced retrieval here.

6 Make collaboration a crucial part of learning

Find a partner or colleague to learn with. This will help you collaborate and learn more by solving challenges together.

7 Give and receive feedback

Tell colleagues you are working on improving a skill, ask them for feedback on how you are doing and what you can improve. Also, work on giving your own feedback to colleagues on areas they could develop.

8 Value mistakes

Capitalise on errors/mistakes/ things that did not go as planned as learning opportunities. Reflect on what you can learn from them and apply to the future.

How to speed learn in 5 simple steps

In this video, best-selling author Josh Kaufman breaks down 5 steps to speed learn any skill and busts the myth that learning something new needs to take a long time.

Find out exactly what each of these steps entail and start speed learning today!

Watch “How to Speed Learn in 5 Simple Steps” here.

Find out more about learning new things quickly with Josh Kaufmann, [watch “20 hours to learn anything” here.](#)

The 5 steps are:

- 1 **Establish what your goal is**
- 2 **Deconstruct the skill**
- 3 **Research**
- 4 **Remove barriers to practice**
- 5 **Commit to 20 hours of practice (at least)**



Learn 2 Learn

Explore the Learn 2 Learn site! This external website is dedicated to improving the way you learn and adopt new habits.

You can find powerful learning fundamentals that will empower you to learn more from others, from exploration, and from experience. You can also use their quick references to help you with specific and important points you may be challenged by, such as learning a new skill, prototyping an idea, and much more!

This platform can be a powerful asset to your lifelong learning journey.

Visit the Learn 2 Learn platform



Building new learning habits

How can you embed learning into your daily life? Well, an important part of doing so is to be aware and mindful of your learning habits. In this video from the Lifelong Learning and Growth Mindset Programme, you will learn about how learning habits are formed, and what you can do to make sure you are embedding positive learning habits into your daily life and work. Watch this video and start building new learning habits today!

Watch the “Building new learning habits” video here.



**YOUR HABITS
WILL DETERMINE
YOUR FUTURE**

Learning as part of your daily routine

Learning in the flow of work recognizes that for learning to really happen, it must fit around and align itself to working days and working lives. What might you do differently in your life to learn daily? Here are some practical measures you could implement today.

[Click here to access this resource!](#)



[Click here to give your feedback on this Toolkit!](#)

This document was developed by the HRMTC branch in HQ.