

Stepping up to Consultant - Reassess and Reset

Career Planning: Summary & 6 Month Action Plan

This resource has been prepared to assist you to incorporate your own career planning with any learnings and reflections you make as you work your way through our Stepping up to consultant series. The Development and Careers Team frequently sees the huge difference doing this type of planning work has on the professional fulfilment and career trajectory of the doctors they coach.

1. Vision statement for career as a junior consultant (VS) – Where you want to be in 3 years?

In a brief paragraph outline below your *career vision* – it may include information such as:

Skill development (clinical and personal/professional), work focus, role purpose, professional branding/how you wish to be known etc

2. Current state – Where you are now?

Review of current professional status and focus areas as you work towards establishing yourself as a junior consultant

<u>Current status</u>	<u>Focus areas</u>

3. Gaps between current state & career vision 3 years from now – How do I get there?

Gaps

What have I commenced doing to address gaps?

4. **Break it down – How am I doing?** We suggest you review your goals and actions at least every six months and reformulate where necessary. Most of you will have one formal role however if you have more than one role repeat this process for each role. You also may change roles over that period which will give you additional opportunities to assess how you are progressing.

a. *Formal Roles*

Role	
Title	
Career Motivators (how does my current professional role support my Vision Statement?)	
Skills & Competencies (used in role and how they are relevant to my Vision Statement)	
GAPs in skill/competence to develop	

b. Informal Roles:

What else are you involved in that sits outside of your formal professional roles? How do each of these roles serve your career vision? Should you continue this role or plan to discontinue?

(i.e. committees, mentoring, education, research, policy, projects, advocacy, leadership, innovation, interests etc.)

Role Title/Description	Description of the role and how it serves your career vision:	Continue / Discontinue

c. *What work do you need to do to achieve your Career Vision – Identify top 3 gaps to begin addressing in the 6 months ahead*

No.	Gap to address
1.	
2.	
3.	

5. Reflecting on this summarise below your actions and goals for actively managing & advancing your career?

Career Development Actions & Goals

No.	Action / Goal	Steps (Phases – 1,2,3)	Milestone/Success Measure	Target Completion Date
1.				
2.				
3.				
4.				
5.				
6.				

6. Diarise date for your next 6 monthly Career Reassessment and Reset

This is a very important step to keep you on track

7. [Book a Career Health Check](#) or enquire about 1-1 Coaching

If after completing this resource, you feel you would benefit from a quick chat with a member of our Development & Career team we suggest you book a [15-minute Career Health Check](#). This valuable free member benefit is designed for a brief check in for you to gauge whether you are still on track.

For more in-depth support, our [1-1 Professional Career Coaching Programs](#) or [single coaching sessions](#) provide expert support to help you work towards and support you with your transition to consultant.