

THE PROFESSIONAL DEVELOPMENT OF  
THE OFFICE PROFESSIONAL THROUGH  
A PLANNED & STRUCTURED APPROACH  
TO THE CAREER MANAGEMENT  
ODYSSEY

PRESENTED ON DAY 1 OF THE NATIONAL  
SECRETARIES AND PA'S SYMPOSIUM BY:

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“If you don’t know where you’re going, any road will get you there.”

- Lewis Carroll, *Alice in Wonderland*

# SOME QUESTIONS....

- What do you understand by the word “career”?
- Are you where you want to be in your career?
- How have you landed up in your current job?
  - Did you plan it this way?
  - Or was it by chance?
- What are your career-related aspirations?
  - Short-term?
  - Medium-term?
  - Long-term?

# THE PERSONAL & PROFESSIONAL DEVELOPMENT CONTRACT

- The PDC is a self-empowerment tool that encourages you to take ownership over achieving your goals.
  - A catalyst in the career-management process
- It is a “contract” – with *yourself*.
- Encourages you to think long-term
- Holistic and integrated – considers ALL your goals (career-related, family, health, retirement, financial, recreational etc.)

# THE PERSONAL & PROFESSIONAL DEVELOPMENT CONTRACT

- Provides a structure to your plans:
  - For each goal, detail your key activities (personal action plan).
  - For each key activity:
    - Timeframes?
    - Possible risk factors?
    - Contingency plans?
- Flexible, organic and personalised
- Share your PDC (or aspects of this) with your mentor – is at the heart of your mentoring relationship

# THE PERSONAL & PROFESSIONAL DEVELOPMENT CONTRACT

- Let's see what the PDC looks like now....
- How can you adapt this for yourself?

“The most common way people give up their power is by thinking they don’t have any.”

- Alice Walker

**THANK YOU VERY MUCH FOR YOUR TIME!**

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