



# WHAT IS YOUR VALUES ABOUT LIFE

- Mengalir seperti air
- Hidupku ditentukan oleh ALLAH ku
- .....
- .....
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- .....

# SUCCESS REQUIREMENTS

1. ....
2. ....
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6. ....
7. ....
8. ....

# SUCCESS REQUIREMENTS

1. Know yourself
2. Smart
3. Capable
4. High Spirit / Ambitious
5. Hard Worker
6. Creative and Flexible
7. Never Give-Up
8. Focus & Persistence
9. Discipline
10. Diligent
11. Communicative
12. Respectful
13. Good Interactive
14. Good general knowledge
15. Easy Going
16. ....
17. ....
18. ....
19. ....

# WHO AM I

| STRENGTH | WEAKNESSES | OPPORTUNITY | THREAT  |
|----------|------------|-------------|---------|
| 1. ....  | 1. ....    | 1. ....     | 1. .... |
| 2. ....  | 2. ....    | 2. ....     | 2. .... |
| 3. ....  | 3. ....    | 3. ....     | 3. .... |
| 4. ....  | 4. ....    | 4. ....     | 4. .... |
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# CAREER PLAN

**MAPPING THE FUTURE**

**EXPLORING CAREER OPTIONS**

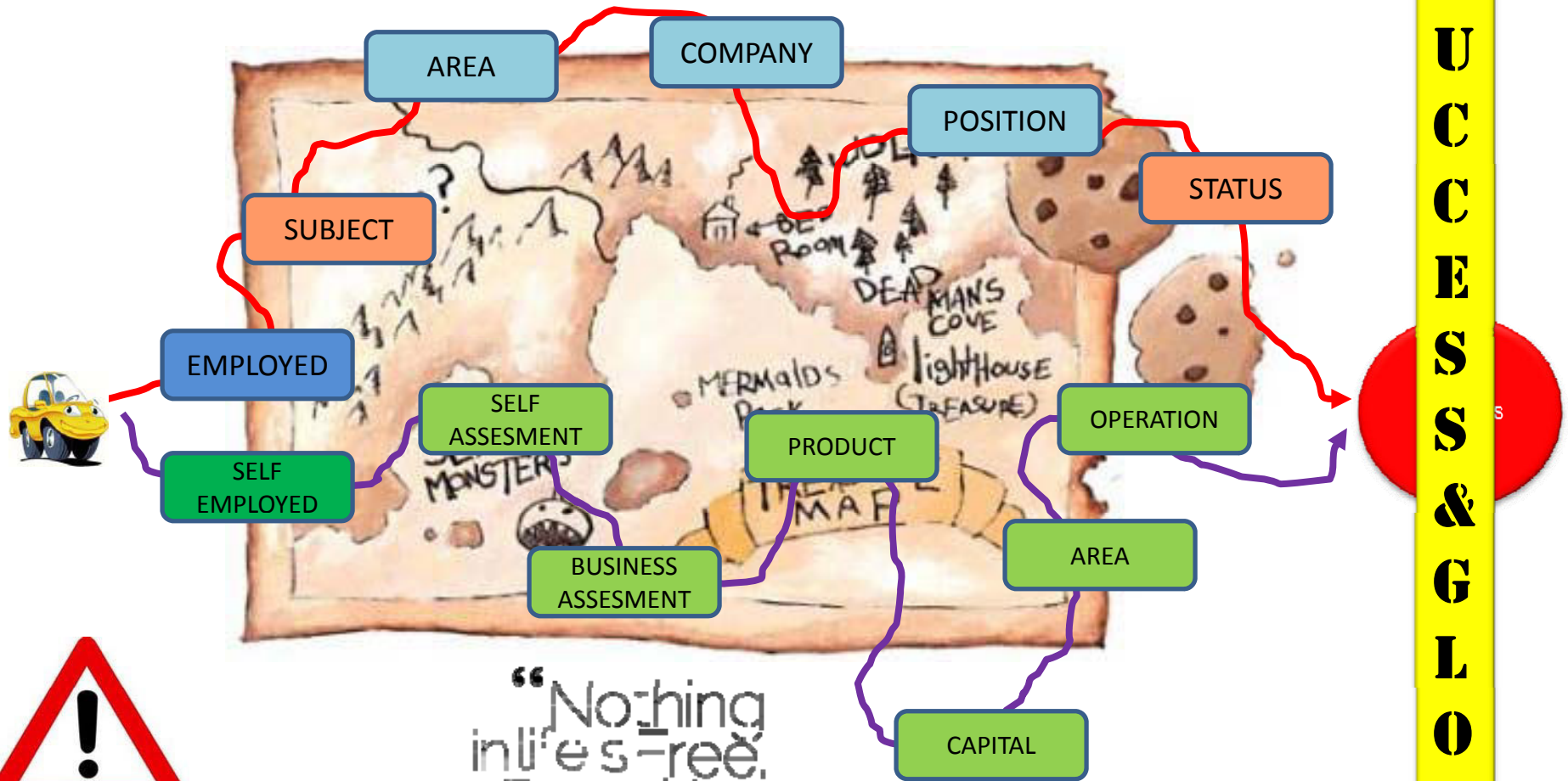
**ENTERING YOUR CAREER**

**DEVELOPING YOUR CAREER**

**ACHIEVING CAREER**



# MAPPING THE FUTURE



- ROAD CONDITIONS (current situations)
- ALTERNATIVES/ CHOICES

“Nothing in life is free. Everything comes with 100% of effort.”

-Miguel Ruiz  
 Escuela Nueva 1982-87

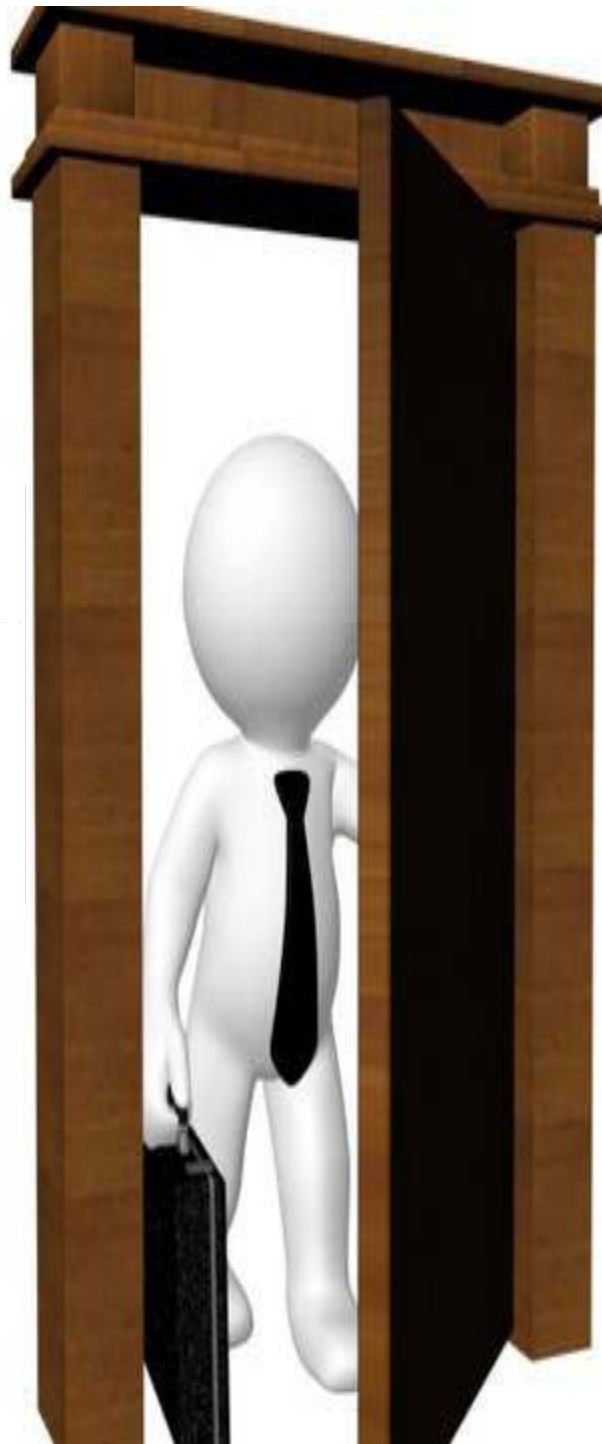
# THERE ARE SO MANY WAYS TO BE SUCCESS

1. Direct or Outsourcing staff
2. Permanent or Temporary
3. Freelance
4. Consultant
5. Business / Self employee
6. Social Activities
7. Politic
8. Celebrities
9. etc

start here...



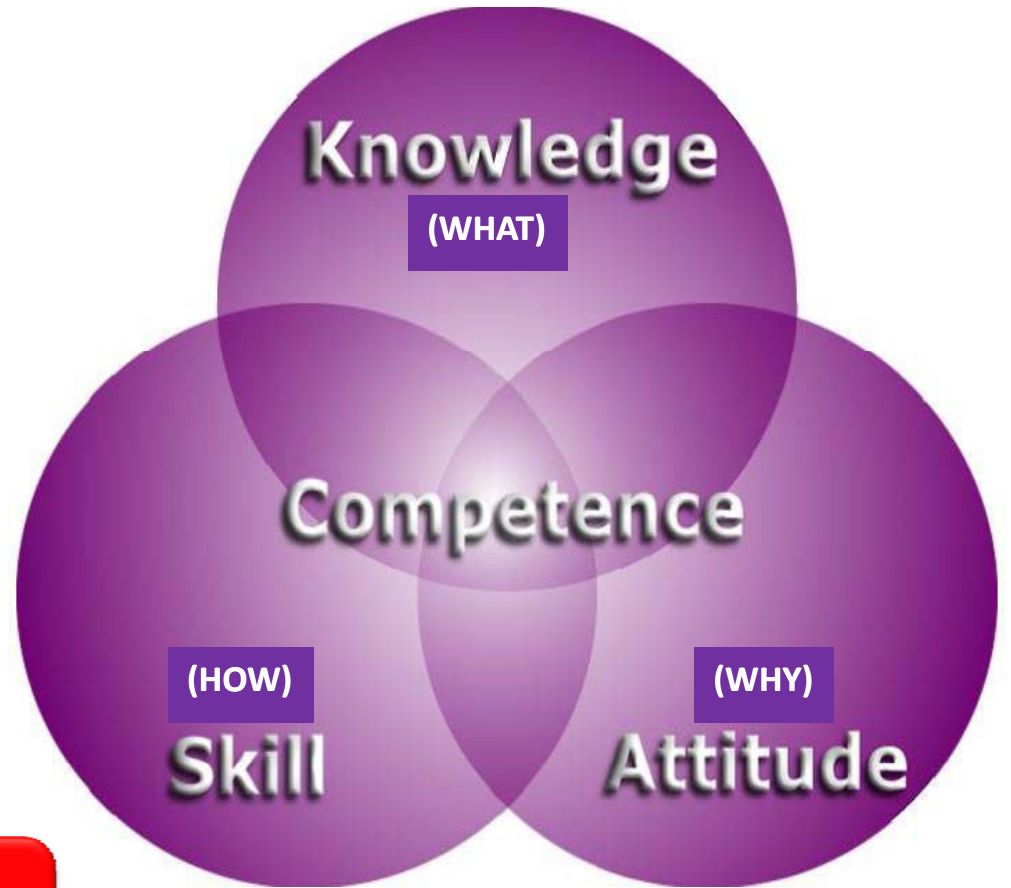
...go anywhere



CAREER

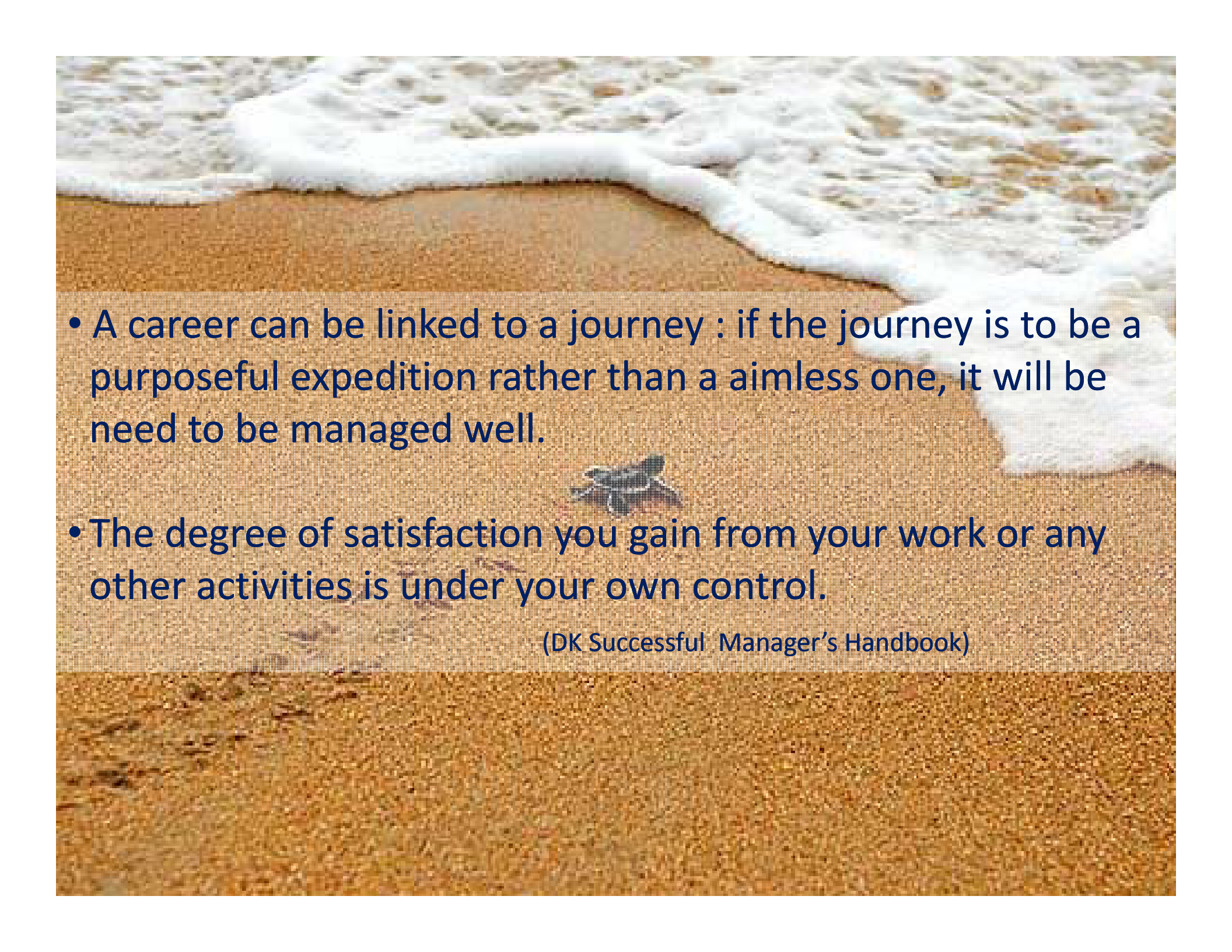


**MAKE THE BEST OF YOU**



**SINCE NOW .. !**





- A career can be linked to a journey : if the journey is to be a purposeful expedition rather than a aimless one, it will be need to be managed well.

- The degree of satisfaction you gain from your work or any other activities is under your own control.

(DK Successful Manager's Handbook)

# Fact Finding

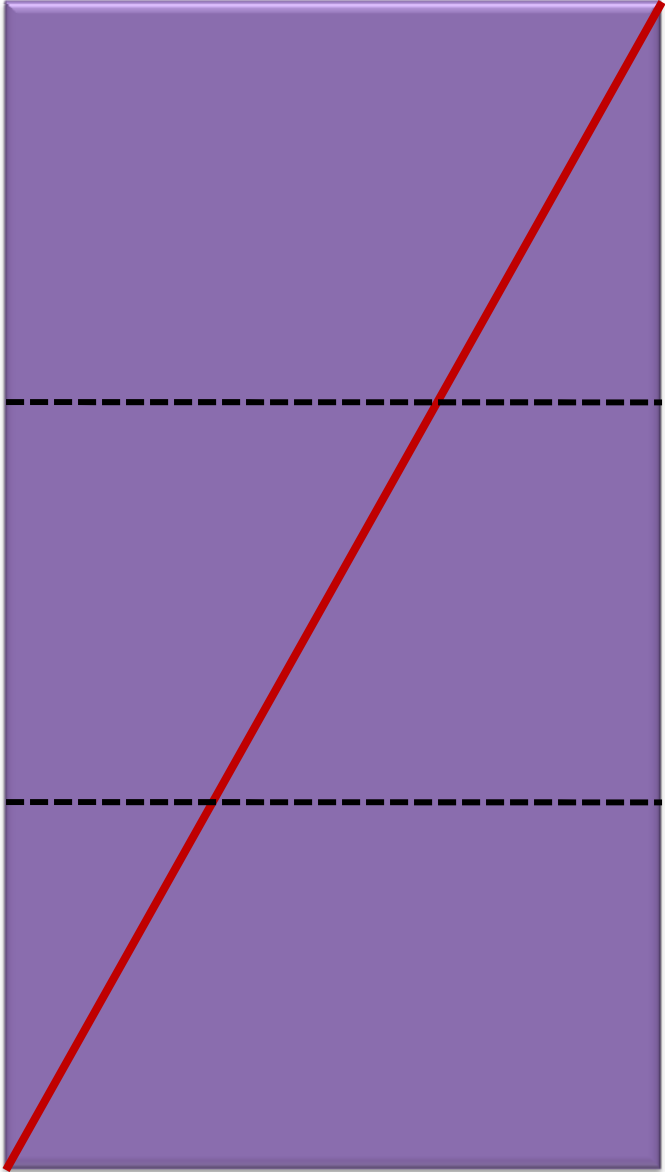
HIGH EDUCATED PERSON (MHS)

MID EDUCATED PERSON (SMK,SMA)

LOW EDUCATED PERSON

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# WHAT IN MAPPING

- Assessing your current situation
- Setting Goals and Targets
- Planning your journey
- Identifying your assets
- Evaluating your portfolio
- Exploring the possibilities

# WHAT IN MAPPING

- Assessing your current situation
- Setting Goals and Targets
- P
  - Have you really define your career plan.
  - How wide and deep is your knowledge about the chosen career.
- I
  - How is your connections been built.
- E
  - Is there enough support .
  - Be honest to yourself.
- Exploring the possibilities



# WHAT IN MAPPING

- Assessing your current situation

- Sett

- Define your ultimate goal and your gradual targets.

- Pla

- Keep your options open – its rare to find one perfect career solution.

- Ide

- Are your targets ambitious enough and achievable.

- Eva

- Build total commitment to your goal and target

- Expi

- It must be SMART ( Simple, Measurable, Achievable, Realistic and Time bound)

# WHAT IN MAPPING

- Assessing
- Setting
- Planning
- Identifying
- Evaluating
- Exploring

- When will you complete your college.
- What will you do to get the best result.
- How and when will you get/learn the competencies requirement.
- .....
- .....
- .....

- Assess
- Setting
- Planning
- Implementing
- Evaluating
- Exploring

- Ask friends/colleagues for their perceptions about you.
- See and analyze your SWOT
- Again .. Be honest to yourself
- Following list might be helps :

|                    |              |                    |                |                |
|--------------------|--------------|--------------------|----------------|----------------|
| Able to work alone | Collaborator | Flexible           | Optimistic     | Sensible       |
| Accurate           | Committed    | Friendly           | Organized      | Sensitive      |
| Adaptable          | Competent    | Good at dead lines | Patient        | Serious-minded |
| Alert              | Confident    | Good Manager       | Perceptive     | Show Flair     |
| Approachable       | Cooperative  | Hardworking        | Polite         | Steadfast      |
| Articulate         | Creative     | Humorous           | Proactive      | Strong         |
| Assertive          | Decisive     | Innovative         | Punctual       | Tactful        |
| Calm               | Dedicated    | Lively             | Fast Learner   | Thorough       |
| Capable            | Determined   | Loyal              | Reliable       | Versatile      |
| Cautious           | Dynamic      | Methodical         | Responsible    |                |
|                    | Enthusiastic | Motivator          | Self-Motivated |                |

# WHAT'S IN MAPPING

- Ass

- Set

- Pla

- Len

- Evaluating your portfolio

- Exploring the possibilities

- Its all about your skills, knowledge, achievements you gained during your lifetime.
- Its important to remember all you have achieved so you can build up an accurate chronology of your performance history in your portfolio.
- Remember and note the success and find the reasons to build your confidence and put in your CV.
- Remember and note the fail moments to look back how you went through it and make it better in the same experiences.
- CV is your MAP while PORTFOLIO is your JOURNEY.

# WHAT IN MAPPING

- Look into yourself and feel your desire
- Ask family and friends what kind of job they think would suit you.
- Take time out to revisit forgotten plans and dream up some solution.
- If there an activity you love, consider whether there is any way of fitting it into your working life.
- Think what you want to see about yourself in 10 years come.

- Plan your journey
- Identifying your assets
- Evaluating your portfolio
- Exploring the possibilities

## **EXPLORING CAREER OPTIONS**

**Professionally  
employed**

**Self employed**



## **PROFESIONAL/EMPLOYED**

1. Read references about current key industries players and situations.
2. Feel and match your desire.
3. Think in what industry and organization will you like to be with in 10 years.
4. Find information about the industry on their business and performance.
5. Monitor Job Sites to find out the opportunities are.
6. Keep adding names in your network list and build contact.
7. Keep writing your CV & Portfolio.
8. Prepare for the process. Do rehearsal.

## **SELF EMPLOYED**

1. Read references about current key industries, trends, players and situations.
2. Detail your plan and conduct a survey is a must.
3. Feel and match your desire.
4. Involve others/expert or family in developing your plan.
5. Calculate & limit your initial financial investment. Record.!
6. Master yourself in the operational process and create KPI.
7. Prepare to try in a small size business is recommended.
8. Prepare for at least 6 months overhead.
9. Observe, review the key aspects as often as possible.

# ENTERING YOUR CAREER

## EMPLOYMENT

1. Made selection
2. Open your Portfolio & write good CV
3. Focus to you Assets
4. Explore information about the company & the business they're doing.
5. Explore information about the position you apply.
6. Prepare for interview, rehearse if necessary .
7. Courteous and Confident.
8. Master you communication skill.

## SELF EMPLOYED

1. Decide the Business.
2. Build strong commitment.
3. Make detail action plan.
4. Define and prepare Capital & Supports.
5. Construct and install operation line.
6. Observe & Decide 4P+S
7. Do test ( process, product and market)
8. Budget, Forecast & Organization.
9. Execute.



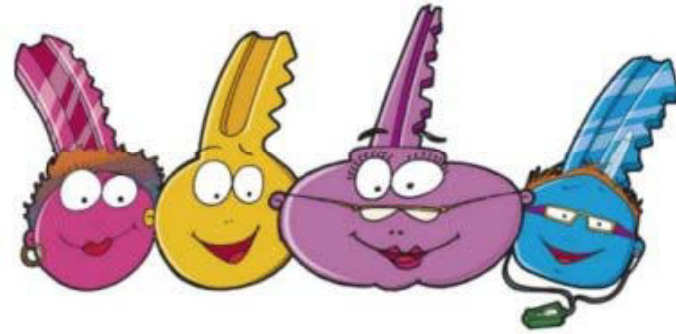
# **DEVELOPING YOUR CAREER**

**THINKING  
ABOUT  
PERFORMANCE**

**IMPROVING  
YOUR  
PERFORMANCE**

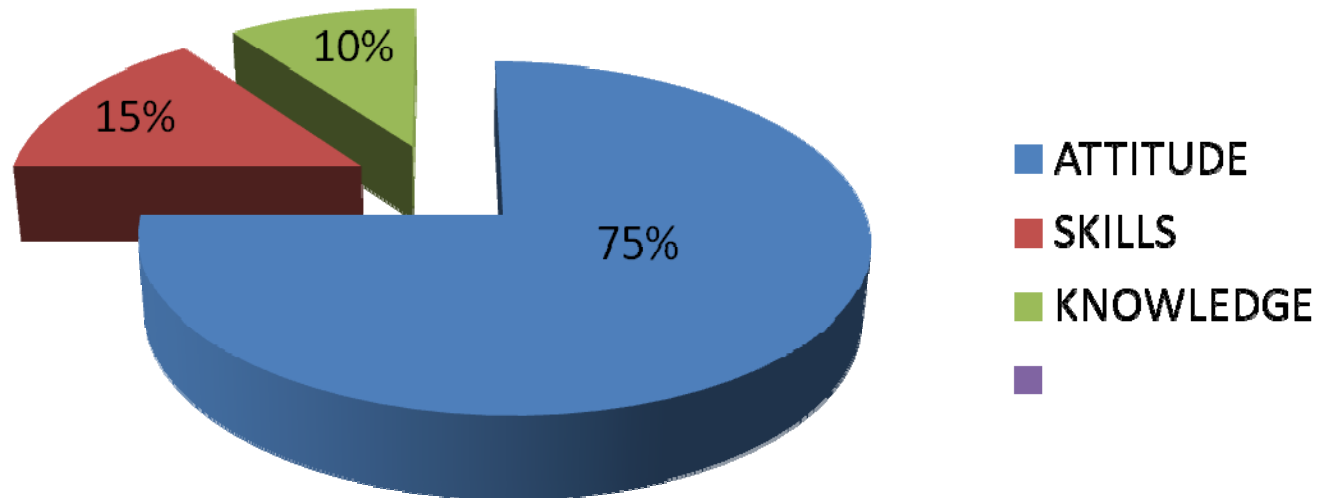
**CONTINUING  
TO IMPROVE**

THINKING  
ABOUT  
PERFORMANCE

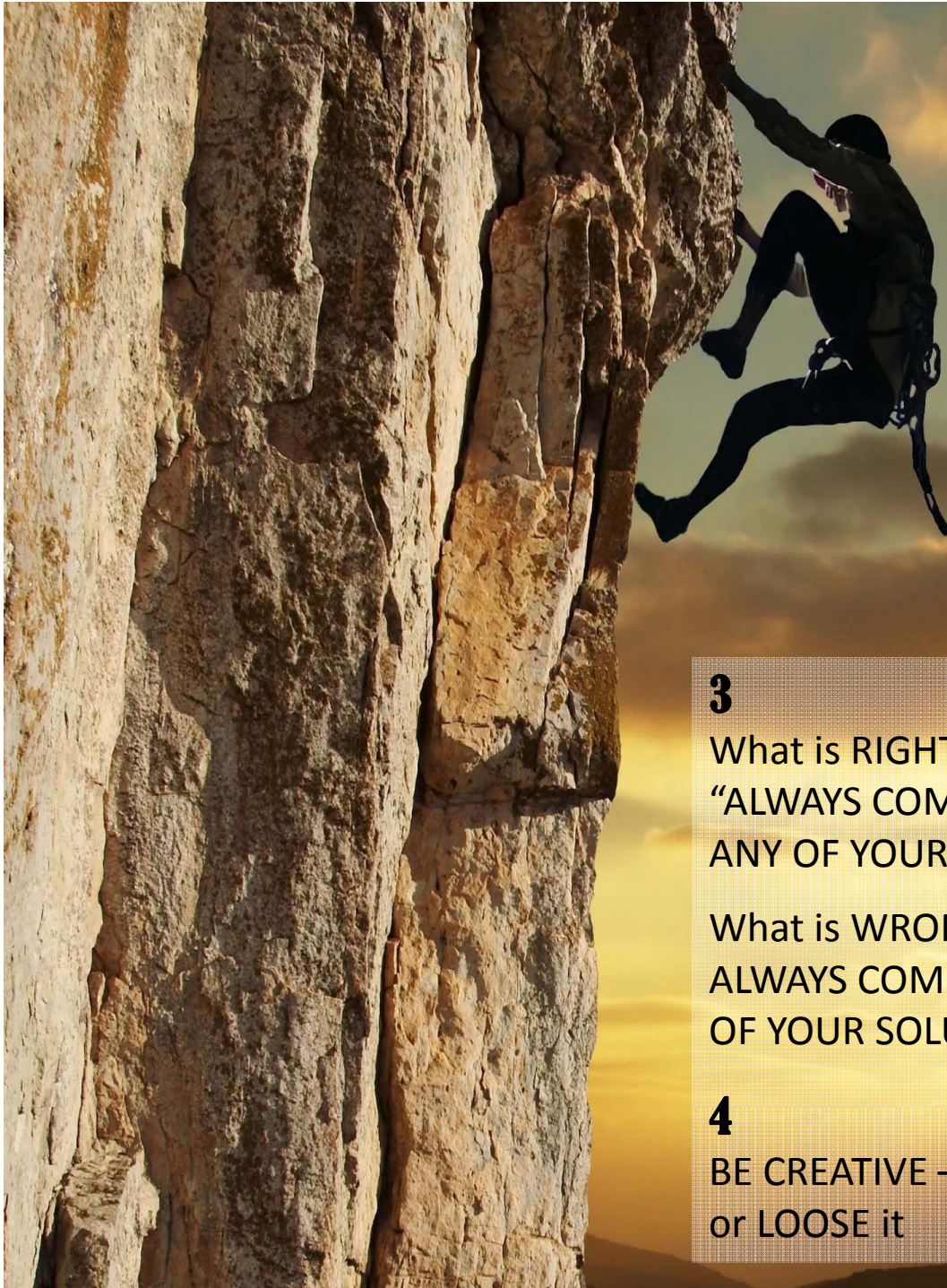


Your Key to Success

### PERFORMANCE KEY FACTORS







**1**

BE GREATFUL AND SAY YOUR PRAY AS MUCH AS POSSIBLE.

With this you will be able to maintain your spirit and soul in a most positive way.

**2**

LOVE YOUR "JOB" AND BE THE BEST

Good results creates satisfactions, satisfaction lift up your motivation and spirit towards your job.

**3**

What is RIGHT:

"ALWAYS COMES WITH SOLUTIONS TO ANY OF YOUR PROBLEMS"

What is WRONG:

ALWAYS COMES WITH PROBLEMS TO ANY OF YOUR SOLUTIONS

**4**

BE CREATIVE – BRAIN... Either you USE it or LOOSE it



**GOALS**

**PLAN**



**INDICATOR**



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**"A successful career will  
no longer be about  
promotion. It will be  
about mastery."**

**— Michael Hammer**

VERYBESTQUOTES.COM

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## IMPROVING YOUR PERFORMANCE

- Setting new goal over past performance.
- Be responsible for your performance so **you can improve.**
- Invest in your future success by developing **skills.**
- You can't choose your job but you can choose the way you'll do it.
- Improve your SELF –TALK
- Feed yourself with as much encouragement as possible.
- Make decision only when you feel positive.
- Build personal flexibility.



## CONTINUING TO IMPROVE



- Make your life goal and action plan to achieve.
- Make a habit of learning.
- Make yourself a library, read more books.
- Always think a process improvement on what you're doing.
- Ask evaluation from others.
- Find role model.



The secret of getting ahead is  
getting started

-Mark Twain





**GOOD LUCK**