



CAREER DEVELOPMENT WORKBOOK

Career and Professional Development for Life Sciences

This is a truncated version. The actual document is 106 pages.

Semester 2 2013-2014

10 Credits

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HOW TO USE THIS WORKBOOK

This workbook has been designed to help you to record your **thoughts, reflections and the lessons that you learn as you progress through BIOL1223**. It is designed to be completed after each lecture/workshop that you attend and to help you to reflect on what you have just learnt and to guide your self-study in between.

Completing this workbook should help you to:

1. Explore your future career/life plans.
2. Identify what is an ideal graduate and how you can work towards this.
3. Recognise exactly what you can offer employers.
4. Explore which employers you might like to work or study with in the future.
5. Determine how you work best in a team or group.
6. Write a winning CV and covering letter (**worth 40% of total module mark**).
7. Impress at interview (**worth 35% of total module mark**).
8. Explore your network and how it can help you.
9. Identify the value of work experience.
10. Start searching for your kind of work experience.
11. Pull it all together into your career action plan (**worth 25% of total module mark**).

Once it is complete, you should be able to use this workbook as a reference document to which you can return, review and/or plan to take forward your ideas at any point in the future. **So, please take the time to complete this document after each session you attend.** Doing this should also help to maximise your chances of working towards and securing relevant work experience and hopefully progressing into a graduate career, ideally of your choosing, in the future.

Aims for the Professional Development Course:

Your initial thoughts - what are your expectations at the start of the course?

What do you want to achieve by the end of the course? Put these shorter-term personal objective and/or goals below:

Put any longer term goals related to the course here:

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Building in time to recap some of this work?

WEEK 1

INTRODUCTION TO THE MODULE AND CAREER PLANNING

1.0 What are the three main things you have learnt from the introduction to career planning session?

1.1

1.2

1.3

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2.0 Where are you now in relation to your career planning? Confirm which statement below applies to you by ticking the relevant box.

2.1	I am not ready to start thinking about careers	
2.2	I haven't started thinking about my career, but want to start	
2.3	I have some career ideas and I am ready to start planning	
2.4	I have a career in mind and would like a related internship	
2.5	I want to complete a year's placement in industry, to gain experience	
2.6	I know what I want to do but I'm not sure how to get there	
2.7	I am ready to apply for postgraduate study (e.g. an MSc, PhD, PGCE, law or medical conversion course)	
2.8	I am ready to apply for graduate level opportunities	
2.9	I have been applying for opportunities and so far I have not been successful	

Please view <http://careerweb.leeds.ac.uk>

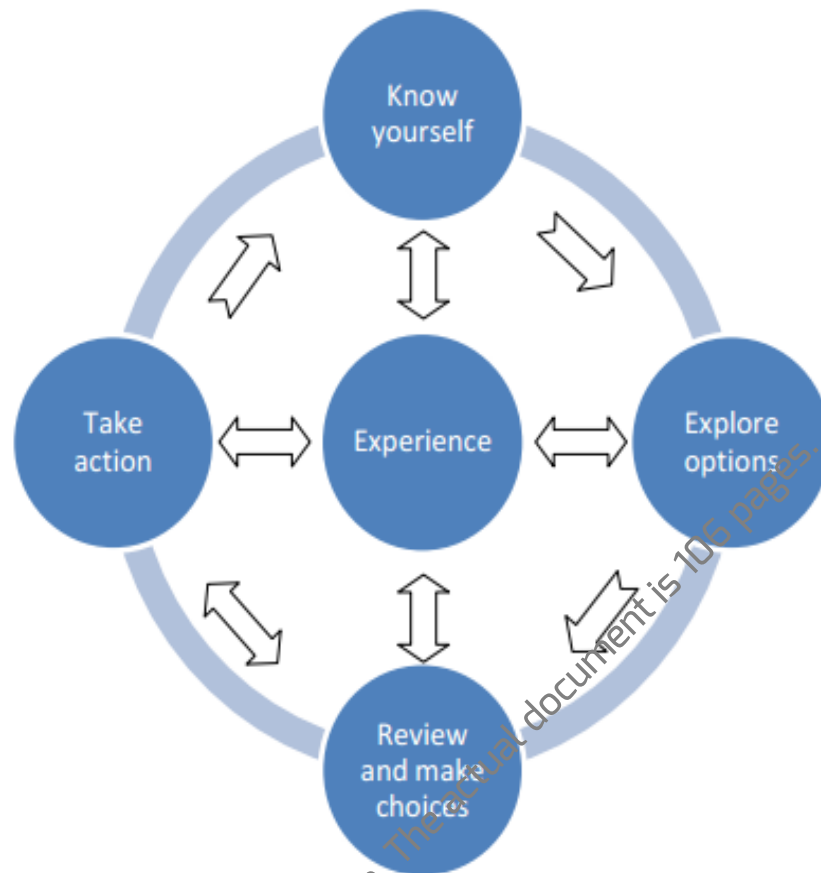
3.0 Reflecting on the factors that influence career planning, which factors do you think influence peoples' career decision-making/ planning? e.g. family

3.1 List all the other factors you can think of below:

3.2 What factors influenced your choice of the A levels (or equivalent) you took and the degree you are studying?

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4.0 Below is a widely recognised model of career planning and development. It combines the DOTs model (Law, 1996) and also highlights the importance of experience.



4.1 How does this model apply to your career choices so far?

5.0 Finally start to gather information together for your CV – this week use the checklist below to help you get started...this table will allow you to record your contact details, education and qualifications.

CONTACT DETAILS

Add your details below:

Name:

Address:

Telephone:

Personal Email:

Is this suitable?

UK rights to work (If appropriate):

EDUCATIONAL HISTORY

Add your details below:

Institution 1: University of Leeds

Qualification:

e.g. BSc Hons Degree in Biology

Year Achieved:

Predicted Grade:

e.g. 1st, 2i, 2ii, 3rd

Key Modules

Match these to the job or further study area you are interested in

Institution 2:

Name of Secondary School, etc.

Qualification & Grade Achieved:

'A' levels or equivalent

Year Achieved:

Number, e.g.: 3

Qualification & Grade Achieved:

GCSEs or equivalent

Year Achieved:

Number, e.g.: 9

You do not need to include the following information: Date of birth, any disabilities, marital status, children, religion, sex, sexual orientation or political affiliations.

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EXTRA SPACE

Here is some extra space if you need it.

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WEEK 1

THE IDEAL GRADUATE AND EMPLOYABILITY SKILLS

1.0 What are the three main things you have learnt from this session?

1.1

1.2

1.3

2.0 List the top ten skills that employers look for in new graduates (use your lecture notes to help).

1.

6.

2.

7.

3.

8.

4.

9.

5.

10.

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