

Planning for success:

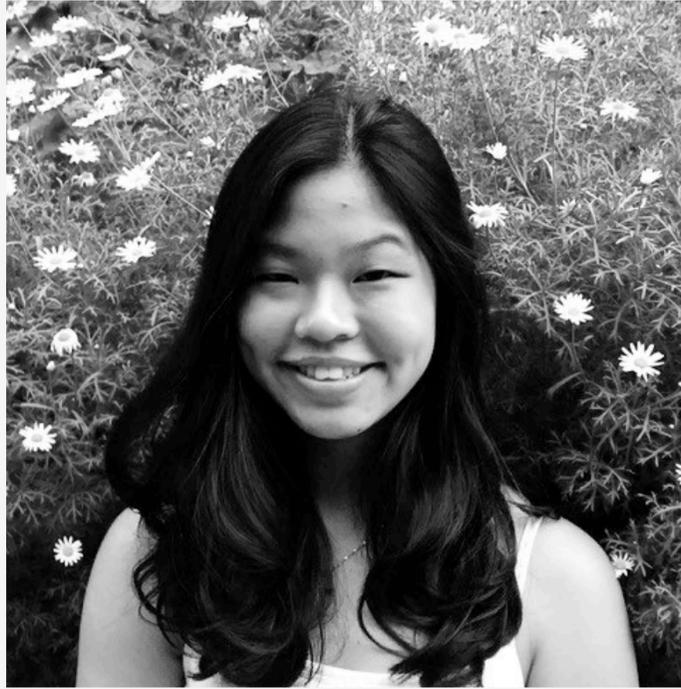
Am I on the right track?

Career transitions are a huge part of “adulting” and can be daunting to overcome. Career Planning forces us to sort through the information and options, and this can be an overwhelming process. There is no real shortcut to this sense-making work.

A systematic approach can help break down this thought process. With the right guidelines, you can be empowered to make well informed career decisions.

What do youths say?

01



“Time is limited and there are so many options. But even amongst these options, it’s hard to tell what’s suitable for you. The mindset now is very trial and error. You’re expected to try out different things.”

- Claudia Phua, 20, National University of Singapore

02



“I find it hard to career plan because I can’t predict what’s going to come, and I get stuck between sticking to my original plan or making a new one. My limited knowledge about my skills and interests also make it hard for me to follow through with a plan.”

- Shawn Chia, 21, Tampines Junior College



What do youths say?

03



“Trade-offs are necessary when navigating one's life, but just what metrics should I base my decisions on? I'm beginning to understand but I'm worried I might never get it right. A decision made is better than no decision at all... right?”

- Isabella Yuki, 20, Republic Polytechnic

04



“Now, I know my end goal, but I'm not sure how to get there. I'm in the process of branching out and exploring whether what I have in mind is the right career for me. I'm concerned I won't have the necessary skillsets and I'm not sure of all the available resources out there.”

- Madhumita Rajandran, 20, Republic Polytechnic



Unpacking the Issue – Planning for Success

PRELUDE

The world is becoming more volatile: the economy is changing rapidly; jobs are evolving and with it comes in-demand skills and experiences required for emerging roles. Planning a career pathway amidst an unpredictable future can be scary.

In situations that appear “foggy”, lamp posts provide reference points to help navigate through the fog. When it comes to planning for your personal career success amidst a “foggy” backdrop, which “lamp posts” help you align your career choices to your personal and professional goals?

Read:

<https://hbr.org/2015/02/how-to-build-a-meaningful-career>

How to Build a Meaningful Career

by Amy Gallo

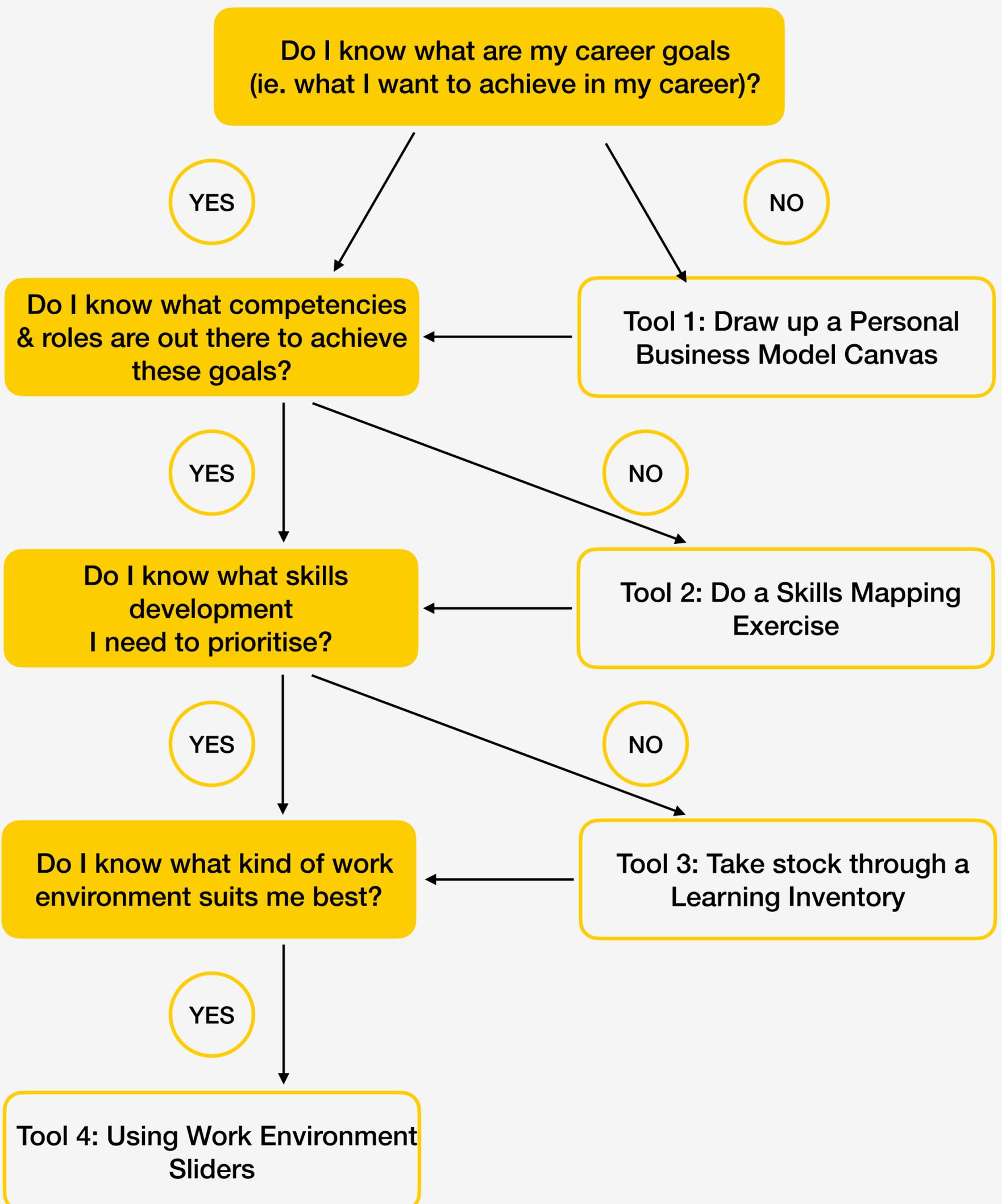
February 04, 2015



Unpacking the Issue – Planning for Success

OVERVIEW

This package is designed to provide you with various tools for career planning. You do not have to use the tools sequentially, but are encouraged to pick the tools that correspond with whichever stage of career planning you are in.



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TOOL 1

Draw a Personal Business Model Canvas

Charting a career may be daunting; the journey is ambiguous, and because we may not know where to start, the inertia can be high.

The **Personal Business Model Canvas (PBMC)** is a great framework to get you started. Like planning an itinerary for a road trip, the PBMC is a powerful tool that can help you plan what you want out of your career and how you can achieve it.

Read:

<https://thehabitstacker.com/what-are-your-career-goals/>

**What Are Your Career Goals?
Begin With The End in Mind**

**WHAT ARE YOUR CAREER
GOALS? BEGIN WITH THE
END IN MIND**

Habit Stacker



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TOOL 1

Draw a Personal Business Model Canvas

Download the Canvas:

Halogen Foundation Singapore - the Personal Business Model Canvas

PEOPLE GROUP (PG) Who do you want to help?	1 VALUE PROPOSITION How do you help?	2 CHANNELS & TOOLS How do you bridge the value proposition and the PG?	3 RELATIONSHIPS How do you interact with the PG? How do you interact with your business as they work to deliver value to the PG?	4 COMPETENCIES & RESOURCES What skills do you currently have? What networks & relationships can you leverage on?	5 KEY ACTIVITIES What are critical acts you need to do?	6 KEY PARTNERS Who can help you?	7
<p>1. For whom do you create value?</p> <p>2. Who do you prioritize as an important PG?</p> <p>3. Who else interacts with this PG?</p> <ul style="list-style-type: none"> Who currently serves this PG? Who does this PG serve? <p>Examples:</p> <ul style="list-style-type: none"> Key demographic group (eg. specific job title, teachers who have disadvantaged youths, specific segment of ethnic groups) Companies & organizations of a specific industry 	<p>1. What value do you bring to your target PG?</p> <p>2. What problem is being "solved" through your service/act? What need is being "met" with your service/act?</p> <ul style="list-style-type: none"> Social need Emotional need Biological/psychological need Price alternative Accessibility Convenience Functionality Reliability/Credibility/Reliability <p>3. What benefit does the PG get because of your service/act?</p> <ul style="list-style-type: none"> Experience Functionality Convenience Efficiency <p>Examples:</p> <ul style="list-style-type: none"> Increased knowledge of subject matter Smooth and hassle-free user experience when making online donations Improves productivity of supply chain by reducing resources 	<p>1. What service/platform delivers value to the PG?</p> <p>2. How does the PG experience the given value?</p> <p>3. How can potential interested people know about the value of your solution?</p> <p>Examples:</p> <ul style="list-style-type: none"> Analytical reports Face-to-face meetings, intentional conversations Virtual platforms/events (eg. social media, websites) Physical platforms (eg. clinics, parks) Training sessions 	<p>1. How would you build relationships with new people or PGs?</p> <ul style="list-style-type: none"> How do you ensure they are satisfied? How can potential interested people know about the value proposition? <p>2. How would you maintain existing relationships?</p> <p>3. How would you build relationships with your business?</p> <p>Examples:</p> <ul style="list-style-type: none"> Engage empathetically and personally Considerate strategies: always greet others out and see if we can help or take Preference to work alone - minimal contact with teammates 	<p>1. What are your natural talents (things you do naturally without much effort)?</p> <p>2. What are your honed skills (competencies you have developed with time)?</p> <p>3. What knowledge have you acquired?</p> <ul style="list-style-type: none"> Industry-specific Certification <p>4. What soft skills do you currently have?</p> <p>5. List down key networks you are a part of.</p> <p>6. List down other resources you may have:</p> <ul style="list-style-type: none"> Time Financial stability Experience 	<p>1. From the lists made in (2), which of them?</p> <ul style="list-style-type: none"> are required for your Value Proposition (VP)? are required to Channel value (CP)? are required to maintain relationships (MP)? <p>*Highlight or mark the activities/competencies and resources.</p> <p>2. What is the nature of these critical acts?</p> <ul style="list-style-type: none"> Delivering (eg. persuasion, teaching, informing) Designing (eg. planning) Developmental (eg. building, creating, creative) Administrative (eg. networking, organizing) <p>Examples:</p> <ul style="list-style-type: none"> Knowledge of Computer Science is required for me to build relevant infrastructures for financial services for wealth management of their customers. Experience in teaching & Presenting courses is vital to build successful courses for non-urpe-scale events that bring about present pedagogical experiences. <p>Nature of talent - Presenting ideas:</p> <p>I am able to communicate ideas easily to another person in a manner that they can understand. In face-to-face meetings, I am customer to let an idea sell.</p>	<p>1. From the lists made in (2), who are partners - individuals or networks - that can help you bring value to the target PG?</p> <p>2. Do any of those partners supply Competencies & Resources or perform Key Activities on your behalf?</p>	

Guidelines for using PBMC

1. Read the prompts of each canvas section and pen your responses in the empty blocks within each section. Systematically work from **Sections 1 to 7**.

- **Section 1 - 4:** Identify the value of the work you hope to deliver, and who it will benefit.
- **Section 5:** Identify the skills and networks you currently have.
- **Section 6:** Identify critical activities needed to deliver value.
- **Section 7:** Identify existing people/groups that have expertise and whom you can partner.

2. Share your PBMC with someone! Talk about what you learnt about yourself and your thought process as you filled each section. Refine and build upon the PBMC through the sharing process!



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TOOL 2

Do a Skills Mapping Exercise

Imagine that you are planning to trek the mountains of Yosemite. You've never trekked in such terrain before, but excitement runs through your veins and you're eager to get to the top of the climb.

You get hold of a map to survey the land. The appreciation of the terrain gives you the advantage to do a few things:

- You can clearly mark out your desired final destination.
- You can identify your suitability for different routes based on an in-depth survey.
- You can plot multiple checkpoints for yourself to navigate towards the end-point.

Planning your career pathway is similar — you've set your goal (refer to tool 1), and are now ready to strategise on pathways to achieve it. There are often far more options than you may see after you map it out!



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TOOL 2

Do a Skills Mapping Exercise

In this segment, you'll get to identify what are the necessary competencies and job roles you'll want to take on to achieve your career goals.

We will leverage on the SkillsFuture repository for your skills mapping work. *Skills Framework* provides information on existing and emerging sectors, career pathways, occupations/job roles, skills required as well as training platforms for growth.

Access link: [SkillsFuture Skills Framework](#)

Guidelines for doing a Skills Map

- 1. Based on the career goals you've set for yourself. Pick the relevant Industry/Sector from the listed options on the SkillsFuture page.**

ACCOUNTANCY 	AIR TRANSPORT 	AEROSPACE	BIOPHARMACEUTICALS MANUFACTURING 
BUILT ENVIRONMENT	DESIGN 	EARLY CHILDHOOD CARE & EDUCATION	ELECTRONICS 
ENERGY AND CHEMICALS 	ENERGY AND POWER 	ENGINEERING SERVICES 	ENVIRONMENTAL SERVICES 
FINANCIAL SERVICES	FOOD MANUFACTURING 	FOOD SERVICES	HEALTHCARE
HOTEL & ACCOMMODATION SERVICES 	HUMAN RESOURCE 	INFOCOMM TECHNOLOGY 	INTELLECTUAL PROPERTY 
LANDSCAPE 	LOGISTICS 	MARINE AND OFFSHORE 	MEDIA



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TOOL 2

2. Within the Industry page, look for **Sub-Section (ii) Career Pathways** and identify 2 Career Roles you are interested in:

Career Role #1

Career Role #2

Note: you may have to download the Career Pathway file (in pdf/ word doc) to see the careers available in the industry. The progression path of career roles are also charted in this pathway file, so pick relevant career roles that you can start with.

3. After picking 2 Career Roles, go back to the Industry page and look for **Sub-Section (iii) Skills Map**. Based on the 2 Career Roles you've chosen, download the Skills Map for each of the 2 roles. You should see a Skills Map document that looks like this:

SKILLS FRAMEWORK FOR FOOD MANUFACTURING SKILLS MAP - DIRECTOR OF OPERATIONS/PLANT MANAGER			
Sector	Food Manufacturing		
Track	Production		
Occupation	Management Executive		
Job Role	Director of Operations/Plant Manager		
Job Role Description	<p>The Director of Operations/Plant Manager oversees the food production, processes and automation engineering functions of the organisation and ensures that all food manufacturing objectives are achieved in a timely and cost-effective manner. He/She is responsible for strategic planning on production capacity and capability concerns, as well as managing costs, resources, manpower, and materials to sustain production capacity and capability. Furthermore, he bears the overall responsibility for ensuring food quality and safety across the plant's entire food production process.</p> <p>He champions the organisational vision and mission and is accountable for overall organisational excellence. As a team leader, he builds a high-performance team that works collaboratively, and has the ability to develop and execute functional strategies, as well as act as a change leader.</p>		
Critical Work Functions and Key Tasks	Critical Work Functions	Key Tasks	Performance Expectations (For legislated / regulated occupations)
	Manage process workflow	Manage the overall performance, production output levels and quality of the food production function	<ul style="list-style-type: none"> In accordance with: <ul style="list-style-type: none"> ISO 22000:2005 - Food safety management systems Singapore Standard (SS) 590:2013 SS 444:2010 Food Safety System Certification (FSSC) 22000 Good laboratory practices (GLP) Good manufacturing practices (GMP)
	Set up and maintain food manufacturing equipment	Manage capital and facility maintenance projects and resources for equipment installation, service and repair	
	Maintain hygiene, safety and standards	Determine equipment capabilities for new or revised factory layouts	
	Contribute to continuous improvement	Enhance manufacturing operations and processes to improve productivity and help achieve business initiatives	
	Operationalise new and customised product manufacturing	Set food production standards, equipment cleanliness standards and standard operating procedures (SOPs)	
	Prioritise key process weaknesses for baseline continuous improvement to yield, quality, productivity and cost		
Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
Active and Smart Packaging	Level 6	Leadership	Advanced
Advanced Processing Technology	Level 6	Problem Solving	Advanced
Automated Food Manufacturing System Maintenance	Level 5	Transdisciplinary Thinking	Advanced
Automated System Design	Level 5	Creative Thinking	Advanced
Automation Process Control	Level 6	Sense Making	Advanced
Budgeting	Level 5		
Business Continuity Management	Level 6		
Business Environment Analysis	Level 4		
Business Negotiation	Level 5		
Business Networking	Level 5		
Business Performance Management	Level 5		
Business Relationship Building	Level 6		
Change Management	Level 6		
Conflict Resolution	Level 5		
Continuous Process Improvement	Level 5		
Data Analytics System Design	Level 5		
Data Synthesis	Level 6		
Document Control	Level 4		
Embedded System Integration	Level 5		

SKILLSfuture SG		
Emergency Response Management	Level 5	
Equipment Maintenance	Level 5	
Food Manufacturing Facility Maintenance	Level 5	
Food Manufacturing Process Design	Level 6	
Food Production Management	Level 5	
Food Safety Management	Level 4	
Good Manufacturing Practices Implementation	Level 5	
Green Manufacturing Design and Implementation	Level 6	
Hazards and Risk Control, and Policy Management	Level 2	
Innovation Management	Level 6	
International Trade Legislation for Business	Level 3	
Internet of Things Management	Level 5	
Manufacturing Process Management	Level 5	
New Product Introduction for Food	Level 5	
Project Management	Level 6	
Quality System Management	Level 6	
Risk Management	Level 5	
Stakeholder Management	Level 5	
Strategy Development	Level 5	
Systems Thinking	Level 5	
Technical Presentation	Level 6	
WSH Performance Management	Level 5	
Programme Listing	For a list of Training Programmes available for the Food Manufacturing sector, please visit: www.skillsfuture.sg/skills-framework/foodmfg	

The information contained in this document serves as a guide.



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TOOL 2

4. **Read through the Skills Map for the Career Role picked.** The Skills Map is like a “cheat sheet” to get an overview of (i) main work functions the role is required to perform, (ii) technical skills and competencies required for the role, as well as (iii) critical core skills (soft skills) required for the role.

For the purpose of Tool 2 (To do a Skills Map exercise), we’ll only focus on items (i) and (ii). Read through the skills map and identify 3 Work functions and 3 technical Skills and competencies.

Career Role #1

<i>Critical Work Function 1</i>	
<i>Critical Work Function 2</i>	
<i>Critical Work Function 2</i>	
<i>Technical Skill & Competency 1</i>	
<i>Technical Skill & Competency 2</i>	
<i>Technical Skill & Competency 3</i>	

Repeat for Career Role #2

Use the above charts as a Skills Map by being intentional to find opportunities and develop yourselves in these identified areas as you take on internships and/or work — they ultimately prepare you for your desired role/job function.



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TOOL 3

Take stock through a Learning Inventory

You've completed planning your route to trek Yosemite, the next step is to prioritise what gear to bring for a successful trek. You can't carry every single thing with you, so you have to be selective of the gear you take on.

Similarly, after defining the skills and competencies you need to develop, you now need to prioritise your learning plan. There may be multiple options to take, to build the domains of knowledge and skills you need. You'll have to weigh practical facts and take into account your costs, time, content rigour, certification etc to decide on which learning plans to embark on.

Read:

<https://www.mindtools.com/pages/article/finding-time-development.htm>

8 Ways to Prioritize Your Professional Development

Making Time for Learning

We all know the benefits of learning. But, we also know that learning takes time – often, time that we simply don't have.

It's hard to find space for learning around a daily commute, our everyday work, household chores, and, of course, precious time with friends and family.

But, when we ignore our professional development, we risk getting left behind. For example, we might miss out on opportunities for greater responsibility, or even get passed over for promotion.

In this article, we explain why dedicating time to learning is so important, and explore eight strategies for doing so, no matter how busy you are.



© Gettyimages
ForYou13

Get into the habit of learning a little every day.



Unpacking the Issue – Planning for Success

TOOL 3

Take stock through a Learning Inventory

Do this:

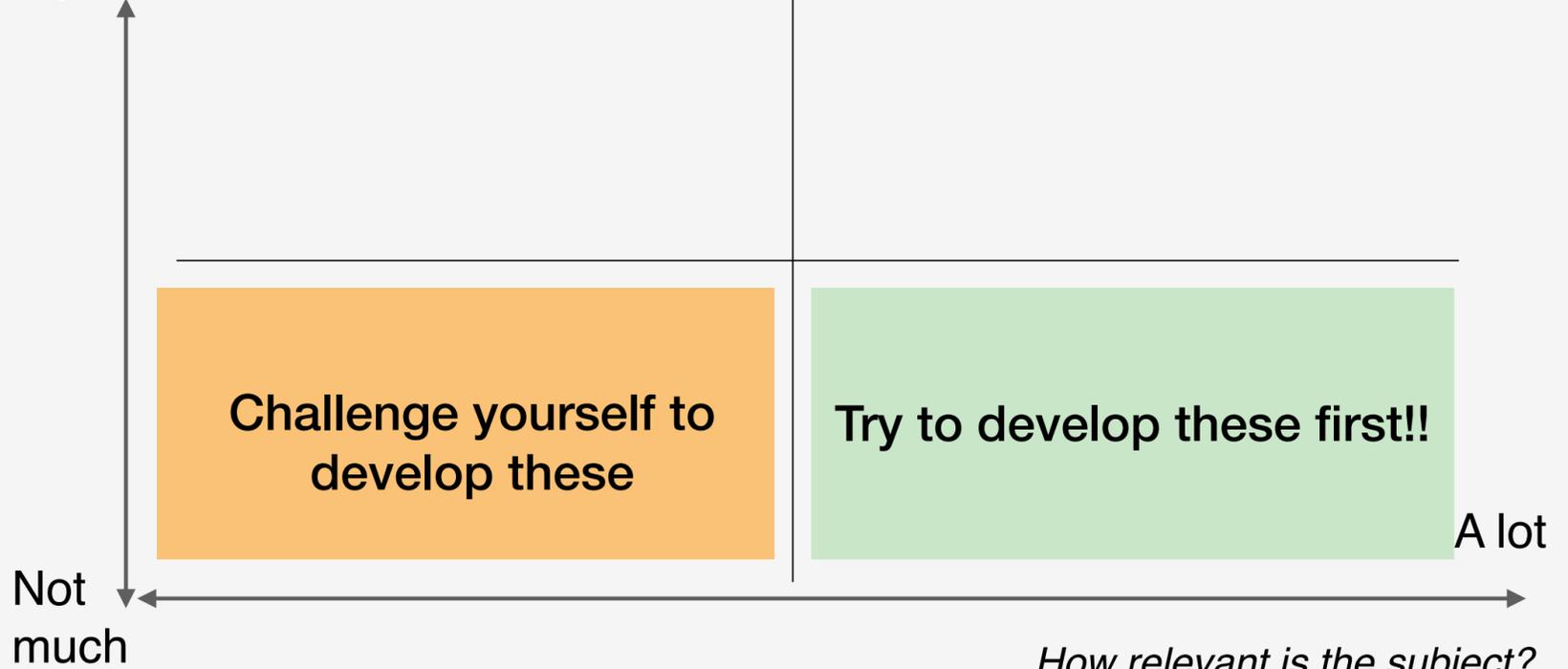
1. Pull out your skills & competencies list charted in Tool 2 (or your own skills listing). Do you already have some of these skills & competencies? Do some reflection based on the prompts below and pen down your thoughts.

- Have you acquired some of these skills/ competencies through the various projects you have worked on?
- Have you done any formal or informal trainings in these skills and competency areas?
- Perhaps you may have learnt about these skills/ competencies through your educational journey?

2. For skills & competencies that you need to proactively develop, do some research on courses available and chart them below:

How well do you know this subject?

A lot



Not much

How relevant is the subject?

I) Start by developing the skills in the bottom right quadrant!

II) After adopting the right learning mindset and getting into the groove of learning, try challenging yourself to take on the bottom left quadrant.



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TOOL 4

Using Work Environment Sliders

If you've made it through Tools 1 to 3, you'll have a game plan for equipping yourself in skills and competencies required for your career roles of choice!

Before you embark on the application process, there's one final consideration — understanding work environments and what may suit you. This helps you to further filter companies that may be suitable for you to work in.

Reflect upon your personal preferences using the sliders in Tool 4.

Read:

<https://www.indeed.com/career-advice/finding-a-job/types-of-work-environments>

Career Guide / Finding a Job / 5 Types of Work Environments (and How to Identify Which Is Right for You)

FINDING A JOB

5 Types of Work Environments (and How to Identify Which Is Right for You)

November 26, 2020

Your work environment is made up of all of the elements that can affect your day-to-day productivity, including when, where and how you work. During your career development, you can pursue opportunities that provide a comfortable work environment that promotes your success and aligns with your core values. In this article, we discuss what work environment is, the elements that make it up and how to best identify a suitable work environment during your job search.

Read more: [Core Values: Overview and Examples](#)

What is a work environment?

A work environment is the setting, social features and physical conditions in which you perform your job. These elements can impact feelings of wellbeing, workplace relationships, collaboration, efficiency and employee health. Here are the significant aspects of a work environment:



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TOOL 4

Reflect on the Environment Sliders

Do this:

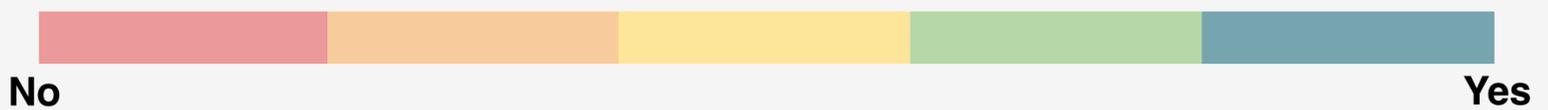


Reflect on the following statements & mark your preferences on the scales below

1. I am interested in overseas placements



2. Work-life balance is crucial for me



3. I prefer working in a diverse company



4. Prestige and reputation of the company is very important to me



5. I prefer working with clear rules and structure



Do your background research on the companies of your interest and chart how these companies may be positioned on the above slider scales. Do your preferences align with what the companies provide?



**“WALKING ON A ROAD
WITHOUT SEEING AND
PLANNING FOR WHAT'S
DOWN THE ROAD WILL
ALMOST CERTAINLY
CATCH YOU OFF-GUARD
AND MAY TURN OUT TO
BE A HARSH BLOW,
SOMETIME OR OTHER.”**

**– ABHISHEK RATNA, NO PARKING.
NO HALT. SUCCESS NON STOP!**



Keen to invest in your learning and growth?

- ③ Enrol in our Facilitators' Training to build your facilitation and communication skills
- ③ Access our content pieces and educational resources to enrich your world view
- ③ Sign up for our complimentary Career Roundtables and Mentorship Programmes to invest in your personal growth

**All these and more, shared on our website and Social Media channels!
Don't miss the free opportunities to opt in for your own growth!**



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