

## **Career preparation and management- Episode 2**

**Tanica:** Hello everyone and my name is Tanika and I will also be speaking to you a little bit about career management and more specifically CV writing. So are you on the verge of completing your degree, leaving university, or starting your career? If that is you, then here are some important things that you need to think about. Firstly, do you have a resume and why is it important to have a good resume? Firstly, it's your private it's your primary market tool, it speaks volumes about you and it will be the very first thing your future employer sees about you. There are numerous resume creating platforms on the Internet available that you can use for free. Let's hear from one of our presenters. Has anyone of you used a CV creating platform and how has that worked for you?

**Rea:** I think I did use one last year. I think it was on Canva They usually have a templates for you to create CV, posters, presentations and I think it's quite useful because they have fresh modern templates that could attract potential employers.

**Tanica:** Thank you, Rea. There's also many other platforms like Zuma's platform and if you are thinking about something else or you think an online approach might be too difficult for you if you think that creating a resume online. Would still be too difficult for you. And remember, in the previous episode we spoke about the University of the Free State's career services and they also offer CV writing workshops. They offer all university of the Free State students CV writing workshops at absolutely no cost. Thus you can become an expert in your writing your own CV. Maybe you are listening and thinking, but I already have a CV. What do I do now? Here are some additional considerations that goes beyond compiling a professional CV. Go and find out who the big players are in your desired industry. Get some information about who's hiring and who has a company culture that would mesh well with your professional and personal aspirations. Next, also think about who offers the benefits and work flexibility options that you need. You can also follow any company. And that interests you on social media platforms like Facebook, Instagram, LinkedIn to get an inside look at what the company is like. You can also talk to other professionals about a company's specific culture or certain positions that they offer. Also learn about your future career. So consider volunteering or doing part time work that relates to your desired position or career. It can be really helpful in determining. If this is a career field you really want to be part of or not. Lastly, also think about how you can aid in your own professional development. This is really important, especially if you want to become a professional in your desired industry. And how

you can do this is think about doing some online courses, attending conferences or ask someone you look up to in your desired profession to be your mentor. Thank you and I will be giving over to Rea Well, thanks Tanica and hello to everyone. I hope you guys are all great. In this last segment, we're going to be talking about career management and the skills that we think are necessary in order for you to successfully manage your career in the present or in the future. We will have reflections by Amantle, who previously built a successful career as a career guidance consultant as well as the Head of Logistics. Thank you for being here and being open to do this. Before we begin with Amantle, we'd like you guys to take a moment, a few seconds to think about the skills that you think may be useful in career management. Perhaps the skills may intertwine with what we have found. Got it? okay. So Amantle, can you give us a brief overview of what your job entailed?

**Amantle:** Thank you, Rea. Um, well, I worked for about six years in a small organization as a career guidance consultant and the Head of logistics, and that literally entailed going around the country. Engaging with high school learners from different types of backgrounds on the careers they've chosen, why they've chosen those careers, doing different types of tasks with them so they can discover themselves, their values and reasons for why they would like to pursue certain careers. And oftentimes we'd find a lot of learners who actually had no idea or what they would like to pursue. So we would start with them from the beginning with self-exploration and then exploring various careers.

**Rea:** Wow, Amantle. That's really interesting. So, listeners, I want us to begin with the first skill, which is basically knowing your unique skills and understanding how these differentiate you from others. How important do you think this is for career management?

**Amantle:** I think this is vital. I think it's one of the pivotal things as you begin pursuing a career because as they say in business, that's your competitive advantage, the thing that separates you from Tanika or from Bontle, that is what is important. You need to explore that because when you enter that interview room one day, that's what will separate you from other candidates with similar qualifications as you.

**Rea:** I think that was beautifully said. And what do you think about being in contact with relevant people?

**Amantle:** Very vital. Essentially, there are people that are more experienced than you. In psychology, there's this term that we use called "a more knowledgeable other" somebody

who can take you from the level of knowledge that you have to another or higher you know, levelling up to a higher level of knowledge in the sphere or industry that you're interested in. So engage with people that can mentor you or even just seeking advice from others. Even if you connect with people on platforms like LinkedIn, just reach out to others who may know better than you do.

**Rea:** I think you guys heard it and I think this intertwines beautifully with the third skill that we found, which is having a mentor. What do you think about that?

**Amantle:** Like I just said, I feel like this, is quite vital. I think it also contributes to the first point that I made about that competitive advantage- you are building up on the skills, the qualities that you already have, but now with more knowledge. This is something you can benefit from someone who is been through the things that you are currently going through. They have gone through the journey, they've learned a lot, so there's a lot that you can take from somebody else's experiences.

Rea: Well, I think I should get myself a mentor-haha. I think the listeners will be a little mad at us with regards to fourth skill because we hear about it every single day. And this is essentially setting goals, and specifically long-term goals. What do you think about that?

Amantle: It may sound a bit annoying to keep hearing about that. We have been hearing about that since high school in Life Orientation, but at the end of the day, if you are trying to get somewhere, there must be a goal or else you are just moving aimlessly with no direction. So, if there is a goal that you have set, there are certain things that you will start doing now because you know you are building towards something bigger. But if there is no goal, what are you even doing on a daily basis? On a weekly? On a monthly? How are you able to monitor that you're making progress? So, setting goals is very vital.

Rea: Definitely! I think we can learn a lot from setting goals, specifically long-term goals. With regards to the last skill, we have **the ability to communicate**. This is a rather flexible skill. What do you think about it?

Amantle: The ability to communicate?

Rea: This essentially covers the ability to communicate with your colleagues, your potential employers, just the ability to communicate in your working environment.

Amantle: This is going to play an important role. In the sense that even if you go into an industry that is not very people-oriented, you'll most likely have colleagues and clients, so there will be interaction with people. Very essential to relate with others and working in a team- listening to the opinions of others and being able to step up and voice your opinions. Now, another important aspect where it will play a role is in terms of networking.

Rea: Well, there you have it folks. Our top 5 skills for managing a career