CAREER DEVELOPMENT
TOOLKIT

Career development focuses on individuals working towards lifelong goals attached to their career. It does not have to mean always moving upwards but ensuring you feel fulfilled in the work you are doing. This resource has been curated to help you consider the steps to to take to lead you to a more rewarding and motivating career.

If you require this document in an alternative format please contact hrhelpline@ed.ac.uk

UNDERSTANDING YOUR MOTIVATION

What will make your career rewarding? Daniel Pink talks about how to identify your own motivations.
(18 mins)

UNDERSTANDING YOUR CAREER ANCHORS

The following assessment can support you to reflect on what is important to you.
(20 mins per exercise)

THE ART OF CAREER DEVELOPMENT

This short video from Harvard Business Review provides four tips to manage your own career.
(3 mins)

RESEARCHING OPPORTUNITIES AVAILABLE

There are many opportunities available to you both within the University and outside and the following resources can support you within your careers research.
(20 mins)

DECISION MAKING 101

You've discovered what opportunities are available, how do you decide on the best course of action? This e-learning resource can support you make decisions.
(1 hour)

NETWORKING 101

Who else can support you develop in your career? This e-learning resource is designed to help you improve your networking skills.
(1 hour)

MANAGER'S ROLE IN CAREER DEVELOPMENT

Managers have an influence in the career development of their teams. Along with the annual review process the following tips provide ongoing support you can offer to your team.
(4 mins)

PLANNING YOUR OWN CAREER

What are the gaps you need to develop?
Is it knowledge, experience or both?
How can you address these gaps?
Use this helpful guide to plan the next steps in your career.
(1 hour)