

**Career Management Café Overview**

The Career Management Café is a short blended learning experience oriented around the concepts and skills found in the Harvard ManageMentor Career Management topic.The Career Management topic will help managers:

* *Identify your career interests, values, skills, and workplace fit*
* *Forge relationships with people who can support your career growth*
* *Become an agile learner*
* *Manage career obstacles and setbacks*

The learning experience has three components:

*60 to 90 minutes 60 minutes Ongoing*

Part 1: Pre-work (self-paced, individual)

Before the live Café session, participants are expected to complete the following assignments from the Harvard ManageMentor Career Management topic:

* Review the following online lessons:
  + Your Career Path
  + Know Yourself
  + Seek Career Support
  + Become an Agile Learner
  + Overcome Career Hurdles
* Complete the online assessment from the Harvard ManageMentor Career Management topic
* Review the handout: “Understanding Core Interests”
* Complete the tools: “Values Worksheet,” “Skills Assessment,**”** and “Worksheet for Building Learning Opportunities”

Part 2: Café session (live, group)

The Café session represents the core element of the learning experience. The session provides an opportunity for managers to:

* Exchange ideas and questions with others
* Discuss the context of how concepts and skills apply in the workplace
* Practice and begin application of those concepts and skills
* Build momentum and support for applying the concepts and skills in the workplace

The Café session focuses specifically on the following concepts and tasks from the Career Management topic:

* Identify core interests, values, and skills
* Explore growth opportunities
* Cultivate a personal board of directors

Facilitating the Café session as outlined should take approximately 60 minutes. If the facilitator prefers a shorter session or wishes to spend more time on a specific concept or activity, they may want to cover only those concepts and activities that are most relevant to the group.

| SECTION | ACTIVITY | TIME |
| --- | --- | --- |
| **Introduction** | Show icebreaker question while participants are arriving to the session (IMAGINE YOU ARE AT THE END OF YOUR CAREER. COMPLETE THIS SENTENCE: “ONE THING THAT’S GIVEN ME GREAT SATISFACTION IN MY CAREER IS…”)   * Introduce facilitators. * Review tips for using technology during the session. * Set context: Your career satisfaction will be enhanced if you understand your career needs and interests, seek out information about growth opportunities, and develop relationships that can help you advance. * Debrief icebreaker question. * Review session objectives. | 6 minutes |
| **Skill focus: Identify your core interests, values, and skills** | * Debrief the tool “Understanding Core Interests.” Participants:   + Identify their top two interests   + Discuss how they might better tap into core interests in their job or elsewhere in the organization   + Reflect on the benefits of better aligning their work with their core interests * Debrief the tool “Values Worksheet.” Participants:   + Assess the extent to which their current work aligns with their most important values   + Consider actions they can take to strengthen fit between their work and their values * Debrief the tool “Skills Assessment.” Participants:   + Indicate which skills are key to their career growth   + Identify key skills they need to develop   + Discuss skills they are already proficient in and how they can leverage these strengths in their career | 25 minutes |
| **Skill focus:**  **Explore growth opportunities** | * Facilitate practice activity: Explore career opportunities. Participants:   + Review a scenario in which an employee is interested in advancing her career * Reflection activity: Help learners explore their own growth opportunities. Participants:   + Discuss practices for developing learning agility   + Debrief the “Worksheet for Building Learning Opportunities”   + Discuss strategies for developing new skills or better satisfying career interests, e,g. job crafting | 15 minutes |
| **Skill focus:**  **Cultivate a personal board of directors** | Review the purpose of a personal board of directors (PBOD). Participants:   * + Indicate if they currently have a PBOD (whether or not they’ve used that term to describe it)   + Indicate whether they consider themselves to be a member of someone else’s PBOD and if so, discuss what it involves   Reflection activity: Developing a personal board of directors. Participants:   * + Describe who they currently go to for career support; identify any gaps where they would like more/different types of support   + Discuss ideas about what characteristics or criteria they look for in candidates for their PBOD   + Discuss suggestions for building PBOD relationships | 11 minutes |
| **Applying what you’ve learned** | Review session objectives and skill areas discussed.   * Review directions for completing the On-the-Job section of the online Harvard ManageMentor topic, including the action plan. * Close the session. | 3 minutes |

Part 3: Application (self-paced, individual)

After the live Café session, participants are expected to complete the following assignments:

* Complete the online On-the-Job section in the Harvard ManageMentor Career Management topic. The section provides learners with an opportunity to choose a skill to focus on and create an action plan for applying and developing the skill. Note: if your organization does not include the On-the-Job section in your configuration of Harvard ManageMentor, then ask participants to think of two things they can do over the next 90 days to further apply and develop their skills in this area.
* Execute their action plan over a specified timeframe (e.g., 60 or 90 days).
* After the specified timeframe (e.g., 60 or 90 days), access the online On-the-Job section in the Harvard ManageMentor Career Management topic to update the action plan and reflect on the experience.