

LEARNING BUNDLES

Career Planning & Personal Development

The following learning journeys have been curated by the People Experience team and are focused on Career Planning - helping you to understand how your skills, talents, values, and interests translate into possible jobs or careers and Personal Growth - which focuses on gradually developing a person's character or abilities.

Career Planning

[Power Up: Turning on Your Self Starter Potential \(22m 25s\)](#)

Self-starters take initiative, work without supervision, and begin projects independently. Organizations are always looking for people who come to the table with creative ideas, who find work that needs to be done and do it without waiting to be told. But self-starters also gain personal benefits from being someone who takes responsibility for their own happiness, the success of their work and relationships, the morale of their workplace, and their life. In this course, you'll learn the characteristics that most self-starters have in common, and why they are valued as employees and as leaders. You'll also learn the skills you need to build or enhance your own self-starting toolbox, the barriers you may encounter on the path to being a self-starter, and strategies to overcome those challenges.

[Developing a Plan to Further Your Career \(18m 24s\)](#)

The whole notion of what a career is has changed. You are now responsible for managing your career. And the straightest path toward your goal is not always clear. In this course, you'll learn how to take an inventory of your values, interests, skills, and lifestyle aspirations in order to develop your career management skills. You'll also learn strategies for identifying your strengths and dealing with weaknesses. Then you'll learn how to pull it all together and develop a career plan based on your attributes and what you want to achieve. This course also provides tips on how to deal with any weaknesses that are holding you back.

[Getting Your Career on the Right Track \(17m 36s\)](#)

Are you happy in your job? Or drifting along without a career plan? Either way, being proactive about where your career is heading is a good start. Exploring your career options is an important part of managing your career. In this course, you'll learn how to develop your career management skills and give your career a boost. You'll get tips on improving career prospects and moving within your current company. You'll learn how to use a promotion plan and explore the best ways to ask for assignments that will move your career forward. And you'll find out how to make a break and move on.

[Expert Insights on Career Planning \(2h 12m\)](#)

Your ideal career starts with a dream. Once you know what you want, the path is clear: Learn everything you can, develop relationships with the right people, take advantage of all opportunities, and persevere no matter the obstacle.

Personal Growth

[Becoming a Continuous Learner \(12m 34s\)](#)

Continuous learning is a response to the modern workplace: technology, staff and company direction change constantly. Continuous learners are able to adapt and obtain necessary skills and knowledge in a constantly changing workplace. Continuously learning provides you with a competitive edge in your job and in your career. In this course, you'll learn the behaviors that define continuous learning and their benefits. You'll also learn habits to practice to aid becoming a continuous learner, along with reading and learning agility strategies for encouraging life-long learning.

[The Four Tendencies: Understand Yourself for Improvement \(11m 49s\)](#)

To achieve optimal habit change in your life, it is vital to understand your personality and which habit forming methods and best practices are best-suited for your own personal self improvement journey.

[Making the Most of Making Mistakes \(21m 10s\)](#)

Everyone makes mistakes, but knowing how to handle them well can turn potential failure into a success. The secret is to learn to view errors and opportunities to learn, developing a growth mindset, and applying what you've learned in order to mitigate against future mistakes. In this course, you'll learn to identify when mistakes can be opportunities for personal improvement and how mistakes can be avoided. You'll also learn how mistakes can drive improvements, as well as techniques to mitigate and learn from mistakes.

[Developing A Growth Mindset \(16m 14s\)](#)

In the workplace, there are two specific types of mindsets, or attitudes, that can either promote personal growth and resilience or hamper an employee's performance. People with a growth mindset achieve ever-higher levels of productivity and can help their organizations thrive; by contrast, people with a fixed mindset tend not to develop professionally, and may hinder an organization's goals. In this course, you'll learn about the characteristics of a growth mindset, such as perseverance, and how to distinguish it from a fixed mindset. You'll also explore methods of developing mindsets for success, and how professional growth can benefit you and your organization.

[Using Active Listening in Workplace Situations \(23m 57s\)](#)

Active listening skills are used by professionals in a wide range of occupations and industries to enhance their work. By being receptive and open to others, they're able to elicit and understand other people's thoughts, needs, or emotions, and then steer the conversation in an appropriate manner to a successful conclusion.

In this course, you'll learn listening skills that can help in the workplace, and techniques for becoming an effective active listener. You'll also discover techniques for dealing with emotionally-charged situations, and explore how to use listening skills to your benefit during common workplace situations such as sales pitches and negotiations.