



# The Global Assistant

FUTURE SKILLS LEARNING & COACHING ONLINE

## Tips To Improve Your Career Development



### Set regular goals

Setting short-term goals is essential since it takes time to develop the skills and experience needed for success. Keep a journal, planner, or virtual calendar to record your progress and experiences.

### Get feedback

Once you gain experience in your field, ask your managers and coworkers for feedback so you can understand your strengths and improve on your weaknesses. It is a great opportunity to talk with your manager about your career development during performance reviews.

### Get in touch with your network

Take advantage any resources and connections you have. Keeping an active presence in your industry can enable you to discover job opportunities, maintain long-term professional relationships, and stay up-to-date on industry trends.

### Utilise the company's resources

Take advantage of your company's educational resources and learning opportunities to improve your skills.

### Take the challenge

Improving your career means pushing your boundaries. Experiment with skills and ideas beyond your area of expertise and to push yourself out of your comfort zone.

### Keep reading

Keep up to date on your industry, the skills for the future workplace and in-demand competencies. You can find industry-related information in trade papers, magazines, news sites, and blogs.

### Be curious about your industry

Explore the professional opportunities available in your industry. Communicate with your coworkers and network to learn about conferences, workshops, and industry-related events that may help you advance your career or explore alternative career options.

### Write often

It can be beneficial as you grow and develop in your professional life to write often about your activities, thoughts, and ideas. Documenting your accomplishments increases your confidence in your abilities.

### Participate in workshops and training programs

Attend workshops, training programs, and community events relevant to your industry to learn, grow, and keep up-to-date with new resources and information.

### Get organized

To stay organized, archive your past work, create a regular schedule, and plan your upcoming steps to achieve your career goals. By tracking your progress over time, you can stay focused on long-term goals.

ACCELERATE YOUR CAREER WITH THE GLOBAL ASSISTANT ONLINE

**Design your career success journey**

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