

Welcome to the ACHSM Career Planner

On behalf of ACHSM, we welcome to the start of your ACHSM career plan journey.

We have developed this self-guided workbook using the ACHSM competency framework and self-reflection tools, to empower you to become a lifelong learner, mindfully moving toward your goals with the support of your mentor.

We hope you enjoy the journey and welcome your feedback to continuously improve our offerings.

Yours sincerely,



Catherine Chaffey

Chief Executive Officer



Dr. Neale Fong

President

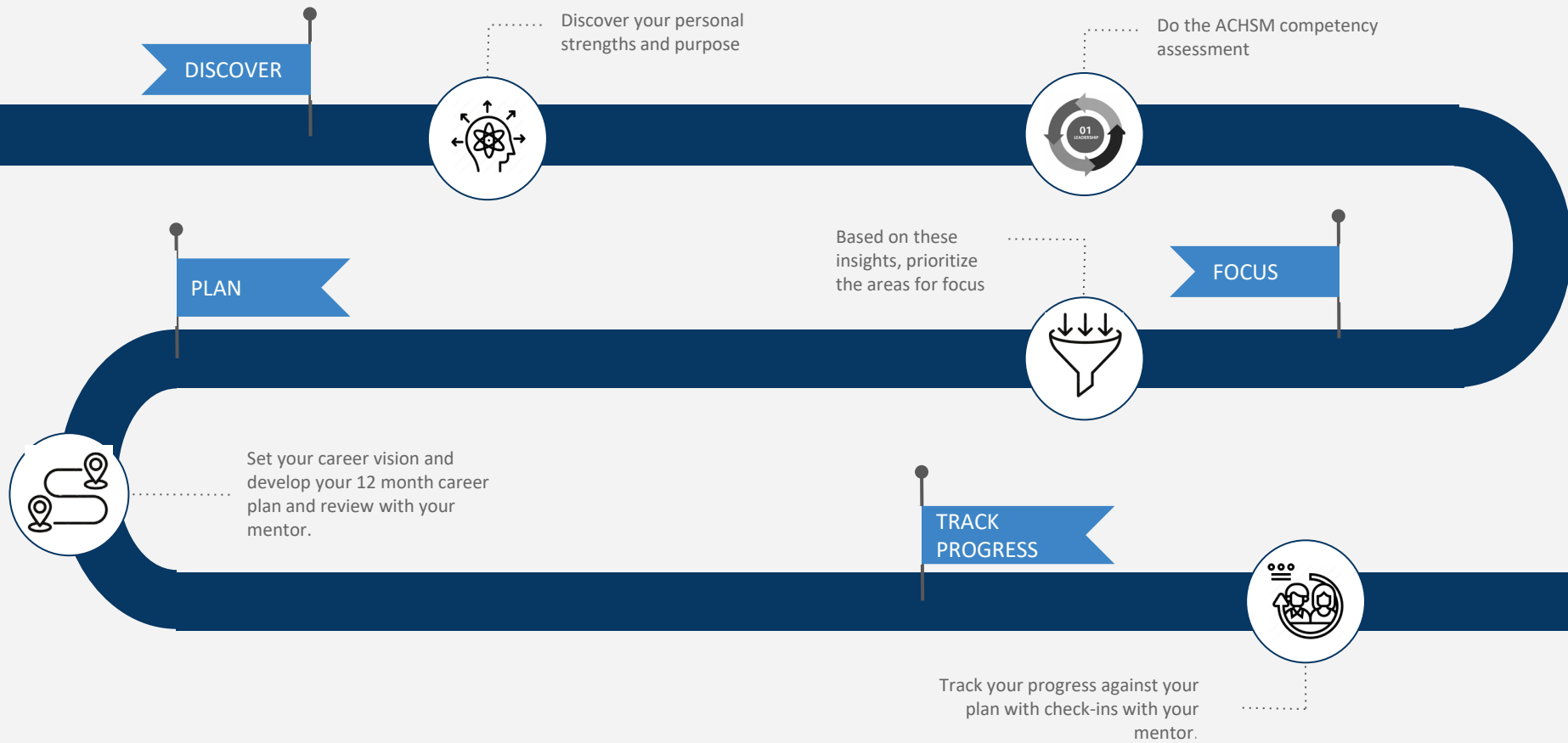


About the Workbook

This workbook provides a number of suggested resources for you to develop your career plan. You can choose to complete some or all of the exercises but must complete the final sheet : 12 Month career action plan, to be signed by your mentor and submitted as part of the ACHSM certification program.



My Career Plan Workbook





Discover- My Personality Profile



Tip

Use your favourite personal profile assessment tool to complete this template. If you don't have a recent profile, here is a free popular tool <https://www.16personalities.com>

My Personality Type Is:

Key Strengths:

-
-
-
-

How I describe myself:

Key Weaknesses:

-
-
-
-

Workplace habits:

-
-
-
-

What types of other people typically challenge me?

What are their key strengths?

What might I learn from them?

What might they learn from me?



Discover- My Blind Spots

ABOUT: The Johari Window model promotes self discovery and personal growth. This exercise uncovers blind spots which lie at the intersection of how we perceive ourselves and how others perceive us. It covers the following areas:

ARENA: Traits and behaviors that both yourself and others are aware of. It includes anything about yourself that you are willing to share. This area drives clarity and builds trust.

MASK: Aspects about yourself that you are aware of but might not want others to know. It can also include traits that you are not sharing with others without you being aware of. What you show to others is a mask that hides your authentic self.

BLIND SPOTS: What others perceive, but you don't. Important to note: not valuing your strengths can also be a blind spot. Feedback from others can make you more aware of your negative traits but also of the positive ones you are not appreciating.

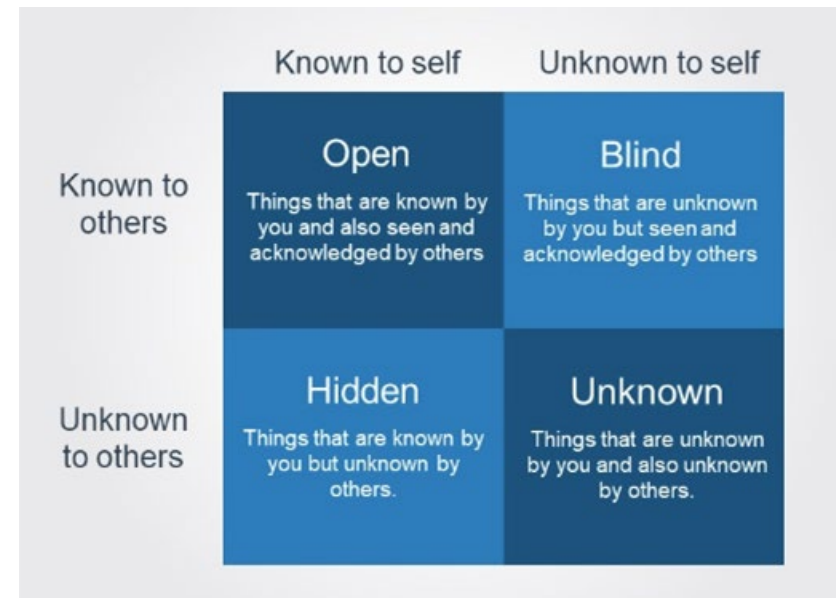
UNCONSCIOUS: What's unknown to both you and anyone else. Though this matrix has four quadrants, the size of each is not necessarily equal. Each window pane will vary depending on:

- How much you share with other people
- How well others (try to) know you
- How well you know yourself



Tip

Here is a free online reflection tool <https://kevan.org/johari> where you can invite feedback from your mentor and others in your team who will provide honest, open feedback. Capture a screenshot of your final results on this sheet for reference later.





Discover- My Purpose

ABOUT: Ikigai a life philosophy involving daily rituals, living your values, building intimate relationships, fulfilling your life roles and pursuing a life goal with a healthy sense of urgency. It can help to give you motivation and resilience in times of hardship. And it can be your path to self-actualisation, to becoming your true self.

STEP 1

Take a large piece of paper and draw the big circles like diagram on the right. Leave a space at the bottom for step 3.

In each of these circle, note down 5+ things that come to mind.

- What I'm good at
- What I love to do
- What the world needs
- What I can be paid for

STEP 2

Start to draw some lines to link words from one circle to another. Aim for at least 10 connections; this will get messy, and it's meant to!

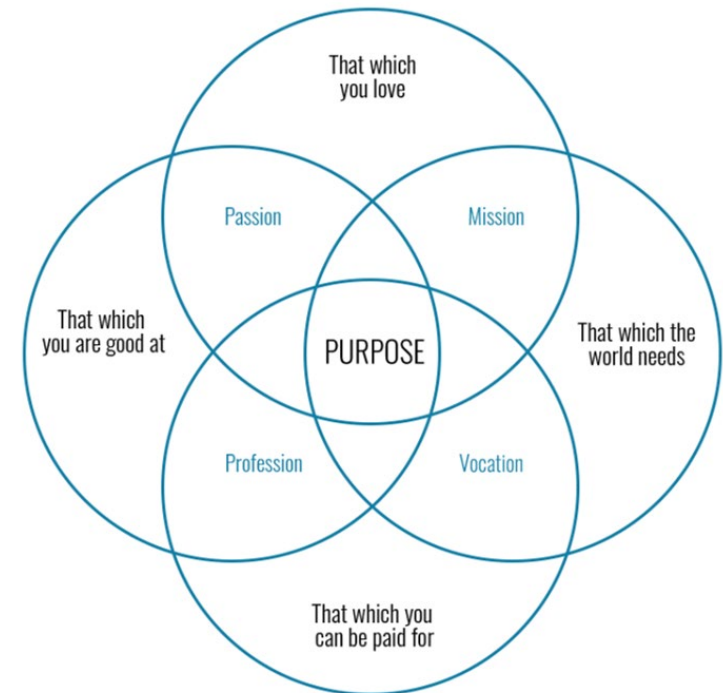
STEP 3

Finally, at the bottom of the page, write this question and then do your best to answer it: Where are the most promising intersections between all four of these circles? You might be surprised by what comes up!



Tip

Read about Ikigai at <https://ikigaitribe.com> applying it to your own life to help you get a sense of where your skills and passions intersect. Capture a screenshot of your final results on this sheet for reference later.



Tip: capture a photo of your final diagram (hand drawn is best) and paste here for reference later.



Discover- My Core Competencies



Tip

Complete the online ACHSM assessment https://tsl.thescreeninglab.com/saml_login?destination=dashboard
Include a link to the PDF report or embed it in this workbook for reference.

01 Leadership	02 Health & Healthcare Environment	03 Business Skills	04 Communication & Relationship Mgmt	05 Professional & Social Responsibility

Choose 3-6 core competencies you will focus on



My Career Vision



Tip

Check if our career vision align with your personal vision from the Ikigai. What are your long term career goals? What steps do you need to take to achieve these goals? What might be blocking you?

	12 months	3 years	5 years
My Role			
Learn			
Experience			
Challenge & Grow			
Blockers			



12 Month Career Action Plan



Tip

Describe the actions needed to achieve your career goals, setting timeframes and some specifics. Review with your mentor who needs to digitally sign this page. Once complete, email to certification@achsm.org.au. We wish you every success on your career journey!

Learning

Topic	Source e.g ACHSM, Coursera	Duration	When?

New Experiences

Doing what?	Where?	Duration	When?

More Actions E.g. explore a new role through secondment, improve self-care

Signed by mentor:

Date: