

MARS

WORKBOOK

# PLAN YOUR CAREER SELF-REFLECTIVE WORKBOOK



# PLAN MY CAREER

Read more about the responsibility of each group towards Career Development and explore the recommended tools to help you prepare career conversations and reflect more on what path best matches your aspirations and capabilities.



## Responsibilities

Own your own development. Communicate your aspirations, seek feedback, network, explore ideas for your next best move or opportunities, set up career discussions, identify a career mentor and identify potential opportunities.

### Own your career

Use the **Plan Your Career Self-Reflective Workbook** to ask yourself the right questions and plan your career in a meaningful way. This toolkit is designed to help you reflect on your career aspirations, prepare for meaningful conversations with your manager and highlight potential next steps for your developmental journey.



## Manager responsibility

Successful and sustainable development is best accomplished when you work directly with your manager, who has accountability to provide support and growth opportunities throughout your development. Managers can use their networks to help develop, coach and counsel you, share potential opportunities, provide feedback, suggest options for a career mentor, and offer stretch experiences.

## Action

Managers use the **Prepare for Career/Development Conversations with Your Associates Workbook**. This toolkit provides good background on coaching/mentoring and tools to support development conversations with your Associates.



## Organization responsibility

You can also count on Mars University and your P&O teams to support you by providing a range of tools and resources to help you create and bring to life a high-quality development plan. Mars provides opportunities for growth, career tools, and leadership and functional capability related content, and takes great pride in developing our Associates.

## Action

Visit <https://mars.edcast.com/> to view more about developmental tools Mars offers. Use the search bar or “discover” tab to guide your research. There, you will find more about capabilities and career possibilities in other functions.

**Write notes here...**



By now your head should be full of exciting ideas on where you can take your career with Mars. You've seen how Finance is structured, explored the unique experiences Finance roles have to offer, reviewed the career development principles, and seen how all this comes to life through real-life career stories. Now, it's up to you.

Taking what you've learned so far and apply it in a meaningful and actionable way. Now let's get started and use the Mars Development Process to:

### **REFLECT**

Define what your vision is for your career.

### **ASSESS**

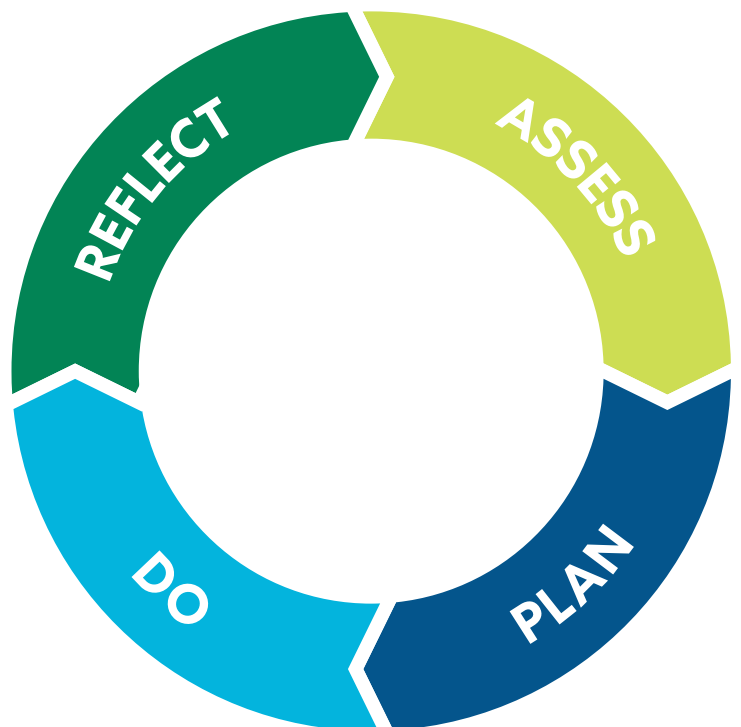
Clarify where you are now i.e. strengths, development areas, career experiences.

### **PLAN**

Establish a career plan that will deliver your aspirations including recognizing and addressing your gaps.

### **DO**

Take immediate actions to make progress against your long-term career plan



# REFLECT

**The first step in the Mars Development Process is to reflect, to get to know yourself.**

The purpose of this stage is to help you understand your career drivers, preferences, aspirations and interests so you know what your career goals are. After hearing all about Finance career experiences and some real-life stories, you already have some great ideas on what you might find interesting or inspiring.



A career driver is much more than a tendency or a wish. A driver is an inner force reflecting what you really want and need from your job or career. It's a source of energy and direction which helps you shape your life and career. **Spend some time completing the [Career Drivers Questionnaire](#).**

Knowing yourself and what you enjoy will help you shape the vision of your career. Be honest with yourself – the only one to see this will be you. Keep your career drivers in mind when reflecting on your career path.

# REFLECT ON YOUR CAREER GOALS

Spend time reflecting on the below questions.

1. If I could choose my dream job, what would it be and why?
2. What are the experiences I would like to have in my career?
3. What are the projects and responsibilities I would like to have in my career?
4. If I want to stay in my current position, what areas might I develop to become an expert?
5. Is this desired career path aligned with the results from the Career Drivers questionnaire? If not, how can I ensure this career path reflects my career drivers?

**My Career Goals are...**

**My Career Goals are...**



# REFLECT ON BUSINESS NEEDS

Spend time reflecting on the below questions.

1. How do my aspirations align with business needs?
2. How are external factors influencing our business?
3. What new competencies do I need to develop to keep up with the change?
4. What skills or experience do I need to deepen or acquire to be successful in the future?
5. What can I learn about possible future roles and where can I find that information?
6. What can I do to stay relevant?

A good practice is to bring part of your reflection to the career conversation with your manager, so they understand your career aspirations.

**Business needs I need to consider are...**

**Business needs I need to consider are...**

# ASSESS

**The second step in the Mars Development Process is to evaluate, assess and prioritize areas for development.**

To achieve your goals, build on your strengths, and improve your performance in all areas, you need to be clear and focus on the most important areas for your development. It is important to select the focus areas that will have the greatest impact on your effectiveness in your current role as well as preparing you for the future desired roles.

At Mars, we divide Capabilities into two categories: Functional Capabilities (MFCs) and Mars Leadership Capabilities (MLCs). Every Associate should focus their development on the appropriate balance between both.

Let's dive in to help you identify specific areas for your own development.

## STEP 1: ASSESS YOUR CAPABILITIES

The [Capability Prioritization Template](#) will help you identify which Functional and Mars Leadership Capabilities you should focus on for your development. The detailed instructions for using this prioritization template are embedded in the document.

**Capabilities I should focus on are...**

## Capabilities I should focus on are... (Continued)

## STEP 2: ASSESS YOUR EXPERIENCES

Experiences are as important as Capabilities when comes to proving your ability to do the work. Accumulating varied experiences is crucial for building a meaningful career path.

Visit the [Key Experiences](#) page of the Finance Career Planning Toolkit and reflect on the following questions:

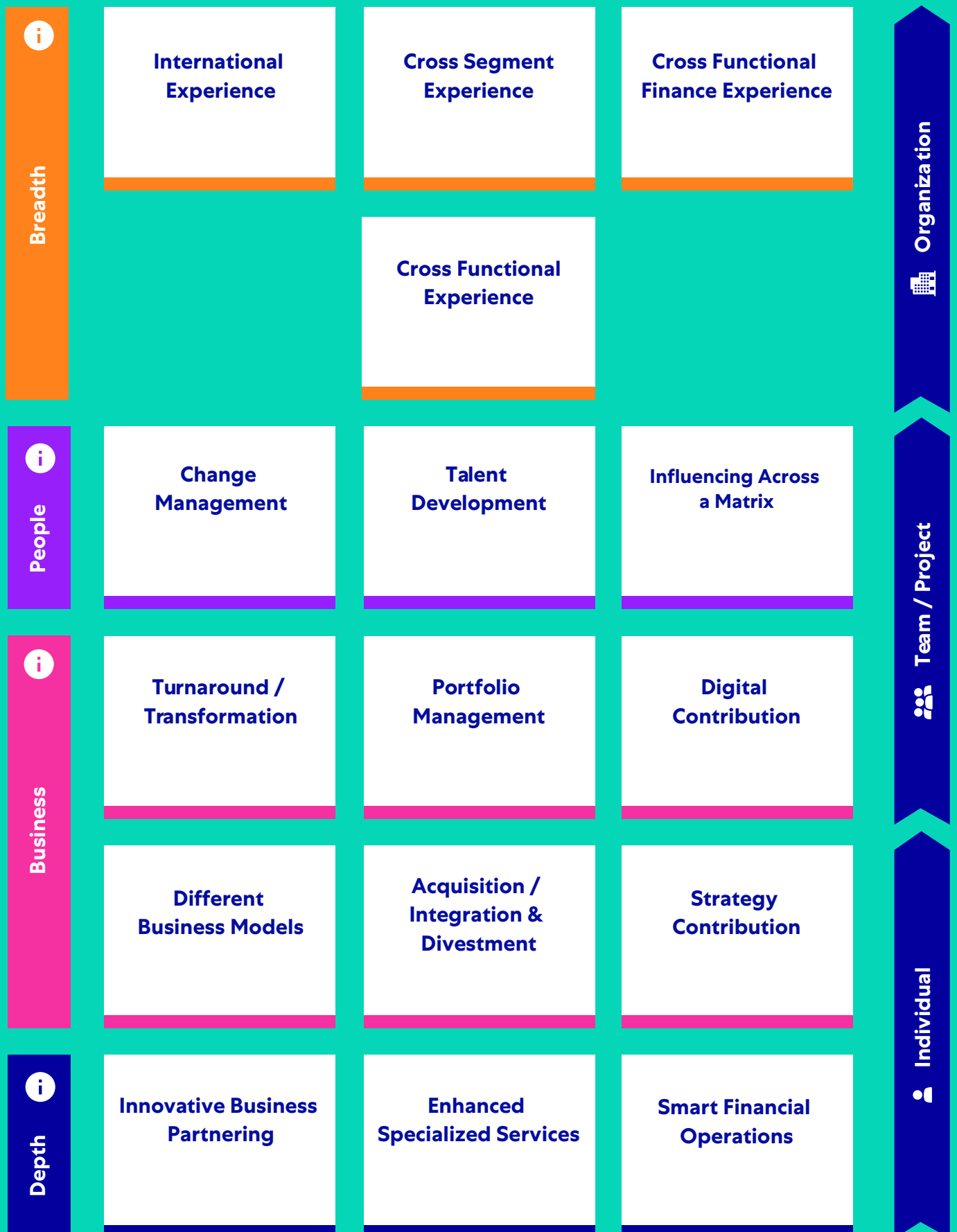
1. What are the experiences I've had already?
2. Of these, what are the experiences I want to continue having?
3. What are the experiences I'm missing to deliver on my aspirations?
4. Out of these, which shall I start with? – Select a maximum of 3

Look at the Associate testimonials for your selected Key Experiences. These testimonials are concrete examples of how Finance Associates at Mars gained these experiences through their own careers.

Use the grid on the next page to check off the experiences you have already collected throughout your career. This board acts as a visual guide to help you think through the four questions above

# Key Experiences

Find out more about each key experience by clicking on them.



## STEP 3: ALIGN OUTCOMES WITH YOUR MANAGER

Once you've identified your gaps, it is time to partner with your manager. Set up a meeting to discuss and align your self-assessment with the required level of proficiency (essential, advanced, expert). Together, identify the top 1-3 Competencies and Experiences to focus on for your development. While development planning takes place annually, keep in mind some capabilities and experiences take two or three years to fully develop. Development is a long-term commitment.

Now that you have a better understanding of what your capabilities and experiences gaps are, you can address them in several ways.

For example, you may decide to develop the competency and find a project to help you develop an experience and increase your depth/breadth, while also broadening your perspective.



# PLAN

**The third step in the Mars Development Process is to describe your current skill sets and what they will look like soon.**

Now that you've identified the competencies and experiences you will focus on this year; it is time to put together your development plan.

To perform better in your roles, you need to continually push yourself in the development of your skills and experiences. These are best developed by practicing them on a regular basis. It is the 70% component of our 70/20/10 learning model. When we develop through challenging assignments, we raise the bar on performance.

**Reflect on the following questions to create your plan:**

**1.**

What business objectives do I already have? Which can I leverage to stretch me in this development objective?

**2.**

What challenging tasks and projects are already in place to help me develop

**3.**

How will my current role stretch my development?

**4.**

What opportunities can my manager provide that will stretch me and help me develop?

**5.**

How can I think creatively about new ways of getting experiences that may not otherwise be available to me?



**Make notes here...**

Push your development experience by considering,

- **Leadership experience.**
- **Working with high profile Associates.**
- **Working on new activities you have never worked on before.**
- **Intellectual/ strategic problem-solving challenges with little history for guidance.**
- **Interacting with a significant stakeholder who may or may not be supportive, but whose views are critical to success in the job.**
- **Obstacles to overcome i.e. lack of management support, limited resources, lack of credibility, missing key skills, not aligned to strategy .**

Be sure to discuss these questions with your Manager so you have a chance to define clear next steps. This is also a good opportunity for you to take advantage of your Manager's network as you define the 20% (learning from others) and the 10% (learning from formal training) of your development journey.

# DO

**The fourth and last step in the Mars Development Process is all about acting on the plan and ensuring you remain on the right path with your career.**

By now, you should be clear on your career aspirations and have a career development plan that you're committed to and proud of. That plan has been designed to help you unleash your potential and achieve the career you want. Save this document encompassing your notes to the self-reflection activities and keep your notes handy - refer to it quarterly to make sure you are on the right track.

## **REFLECT ON THE FOLOWING QUESTIONS TO REVIEW PROGRESS ON YOUR PLAN**

**1.** How have you progressed on your development objectives to date?

**2.** How have you applied your learning to everyday work?

**3.** What challenges have you experienced? How did you overcome them? Did you?

**4.** What barriers or roadblocks prevent you from applying your learning to your everyday work?

**5.** What additional assistance do you need from your Manager, coach, or mentor? What opportunities can your Manager provide that will stretch you and help you develop?

**6.** What improvement do you see in your current skill level compared to where you were when you started your development?

**Questions 7 - 8 on the following page...**

**7.** How does your current skill level compare to your goal?

**8.** What feedback have you received that lets you know whether you're on track to your career goal?

**Make notes here...**

**The power of achieving a career that resonates with your aspirations is in your hands! Be mindful that your Manager is here to support you, but you're the real owner of your growth and career that fits your aspirations. Have fun developing yourself!**