Activity 1: Setting Goals & Skills to Work On

Activity

In this activity you will set some careers goals that you want to achieve this year and also identify the main skills that you want to focus on developing.

Setting good goals around careers learning will help you to keep one step ahead when it comes to being ready for your future career whilst also helping you to stay focused on the key skills you want to develop. Think about the skills that you want to develop when setting your goals and whether achieving these goals will help towards developing these skills.

Helpful Links

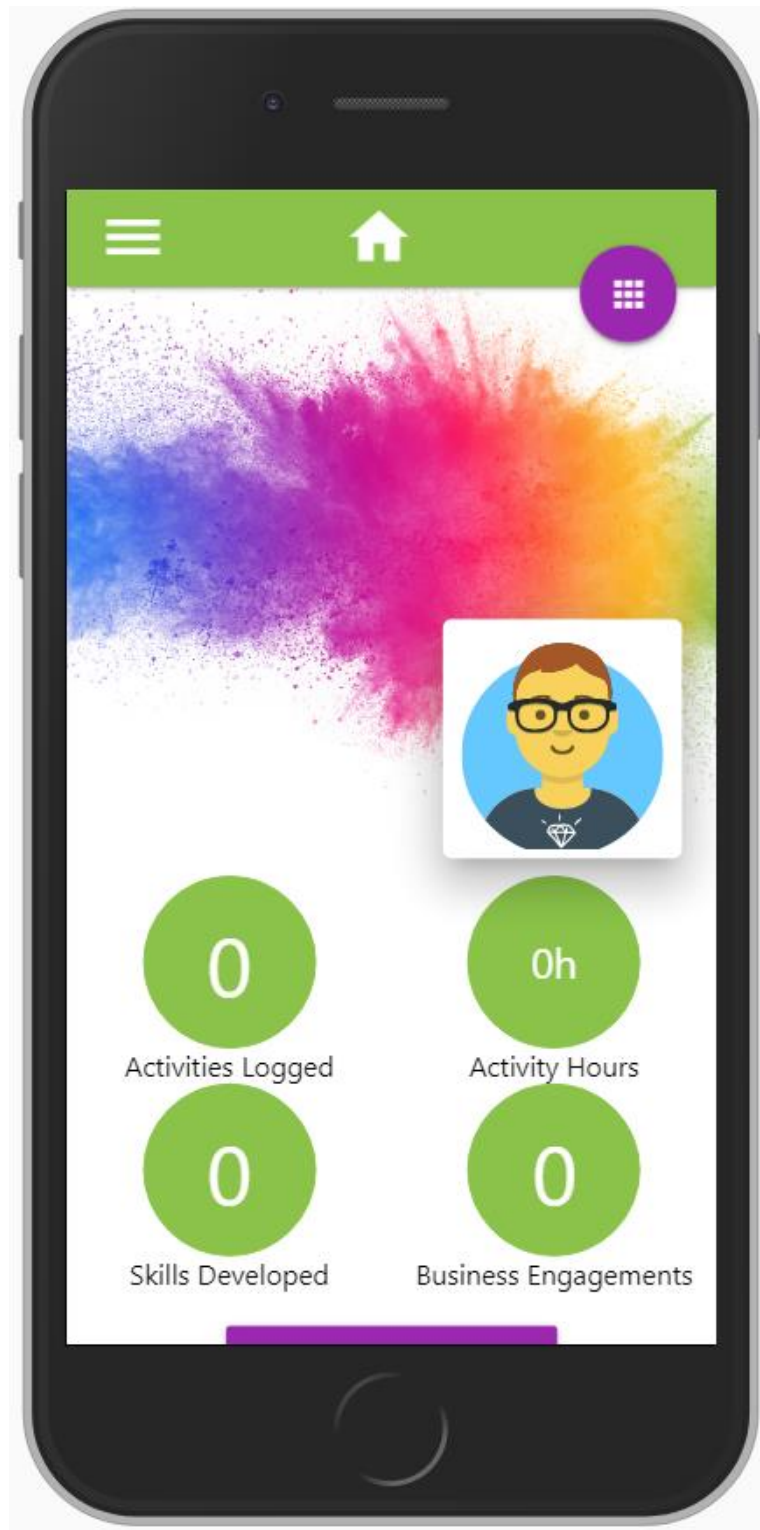These links may come in useful when setting goals:

- How to establish smart goals
- Goal setting as a student
- The pathway to success by setting goals

Complete the following steps in your Grofar Careers Passport:

**Step 1 – Login to your digital Careers Passport**

1. Log into Grofar using your registered email address.

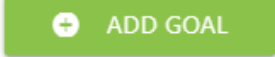   You can login at: https://auth.grofar.com/

Step 2 – Find the 'My Goals' & 'My Top Skills to Work On' sections

1. Once logged in, scroll down to the bottom of your Home page until you see the sections for **'My Goals'** and **'My Top Skills to Work On'**.

2. In this activity you will complete these two sections.
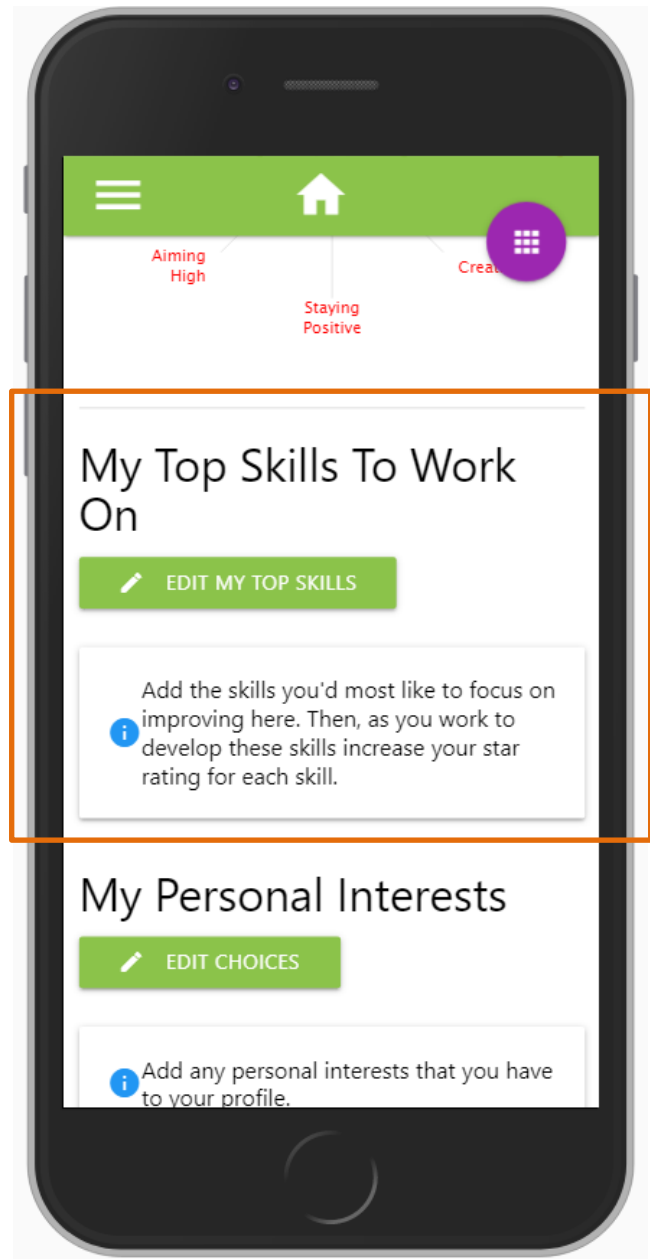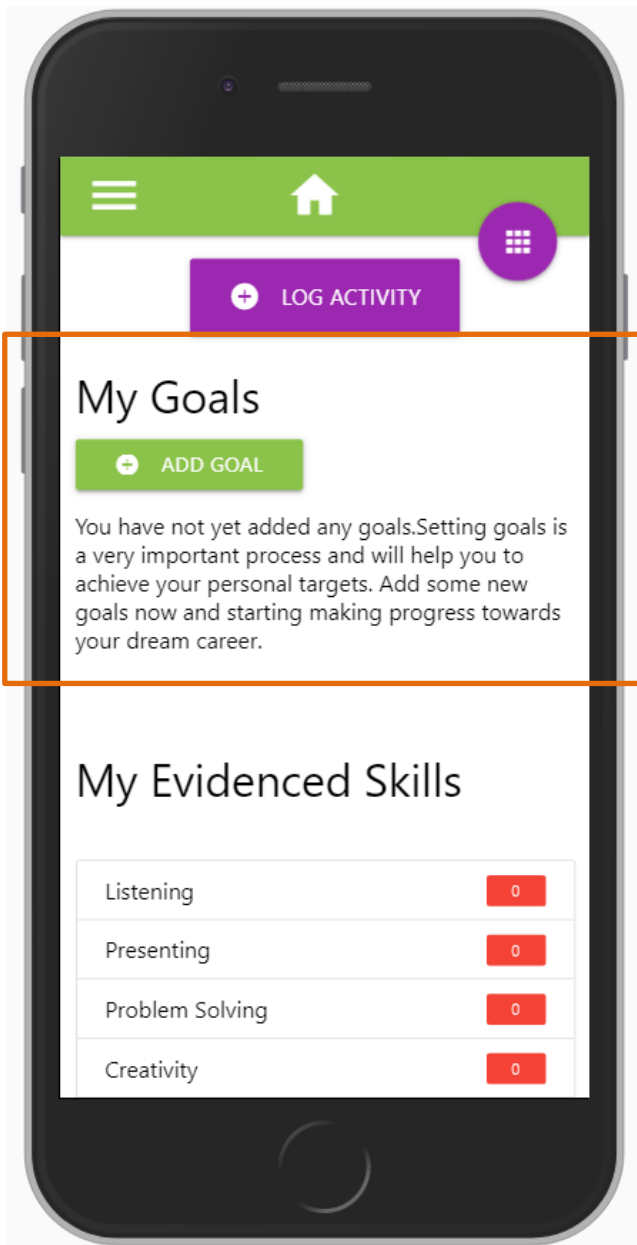
Step 3 – Complete the 'My Goals' section

1. Click on the green add goal button [⊕ ADD GOAL] next to **'My Goals'**, this will take you to the **'Add a new Goal'** section.

2. Think of a careers goal that you want to achieve this year. If you need some inspiration, take a look at the **'Examples'** section on the page.
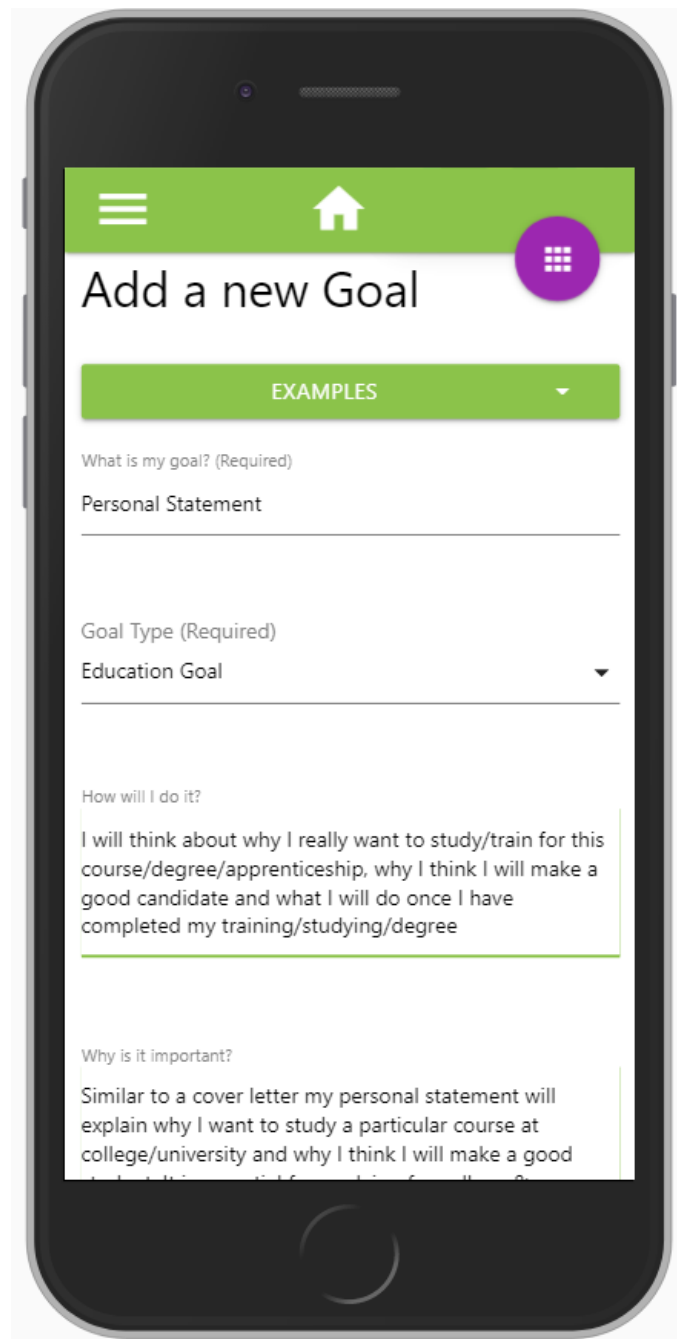
> **Top Tip:** *It is a good idea to set* **SMART** *goals. SMART goals are:*
>
> - ***Specific****: Well defined and clear.*
> - ***Measurable****: a goal that you can easily measure your progress towards.*
> - ***Achievable****: Attainable and not impossible to achieve.*
> - ***Realistic****: Within reach, realistic, and relevant to your life purpose.*
> - ***Timely****: With a clearly defined timeline, including a starting date and a target date.*
>
> *When you create your goals, try and make sure they are* **SMART***!*
>
> *For more ideas and inspiration, take a look at the useful links section on page 1.*

3. Once you have selected all of the sectors you are interested in, click the '**SAVE'** button.

4. You will arrive back on your home page and the goal you have just added will appear under the **'My Goals'** section.

5. Now try adding another goal.

> **Top Tip – Set 3 Goals:** *You should think about setting 3 goals that you want to achieve this year. This will help to keep you focused on your objectives.*
>
> *It is important to review your goals regularly and update your progress, remove old goals that might have changed and add any new goals that you have.*

Step 4 – Goal Progress & Completing Goals

6. At any time you can see your progress against your goals. To complete a goal, click on the green tick ⬛✓ next to your goal which will take you to the **'Complete Goal'** page. Complete the questions about your goal to reflect on your achievement. When you have answered the questions, click **'SAVE'** to complete the goal. When you complete a goal, the progress indicator will go up and the goal will be crossed out.
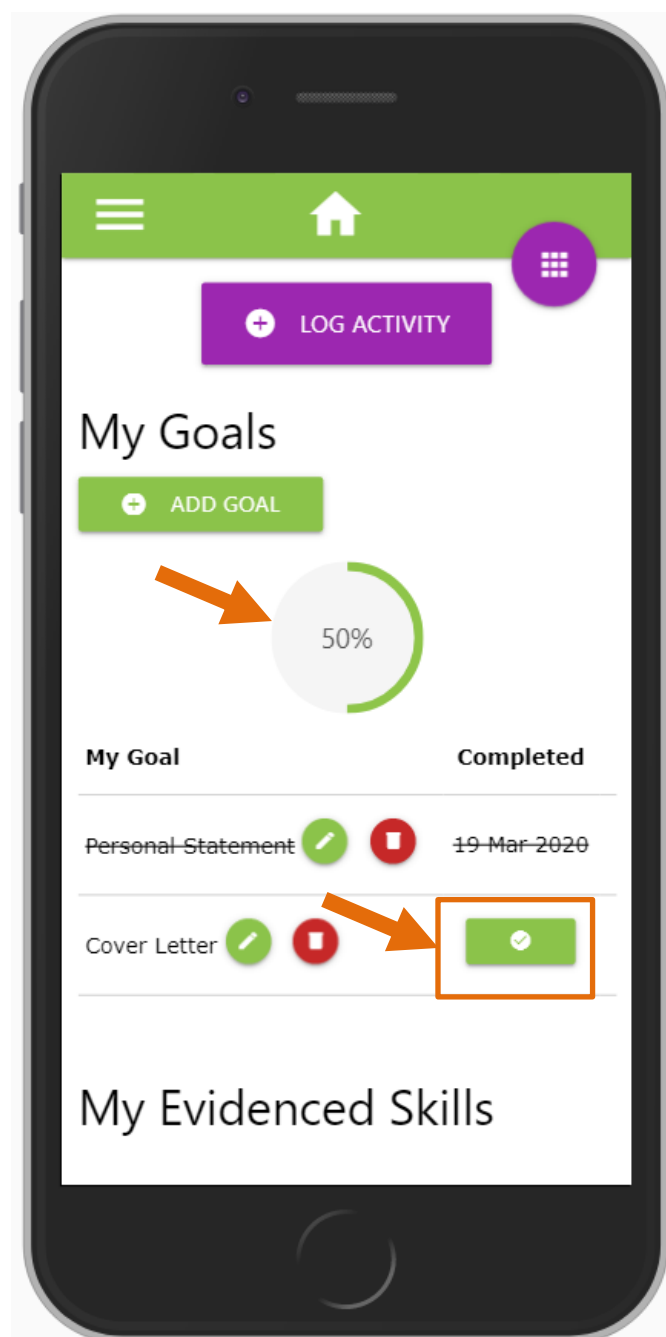
Step 4 - Complete the 'My Top Skills to Work On' section

1. Make sure you are back on your Home page.

2. Scroll down to the section titled **'My Top Skills to Work On'** and click on the green edit button `✏ EDIT MY TOP SKILLS` to go to the **'Edit My Top Skills to Work On'** section.

3. In this section you will notice a list of skills. Select the top skills that you would most like to concentrate on by selecting the checkbox next to the skill. Select as many skills as you like.

4. For each skill you want to work on, rate your current confidence level for that skills out of 5 stars. Keeping a record of your confidence level will help you to track your improvement over time.

5. Once you have finished selecting the skills you want to work on, click the **'SAVE'** button.
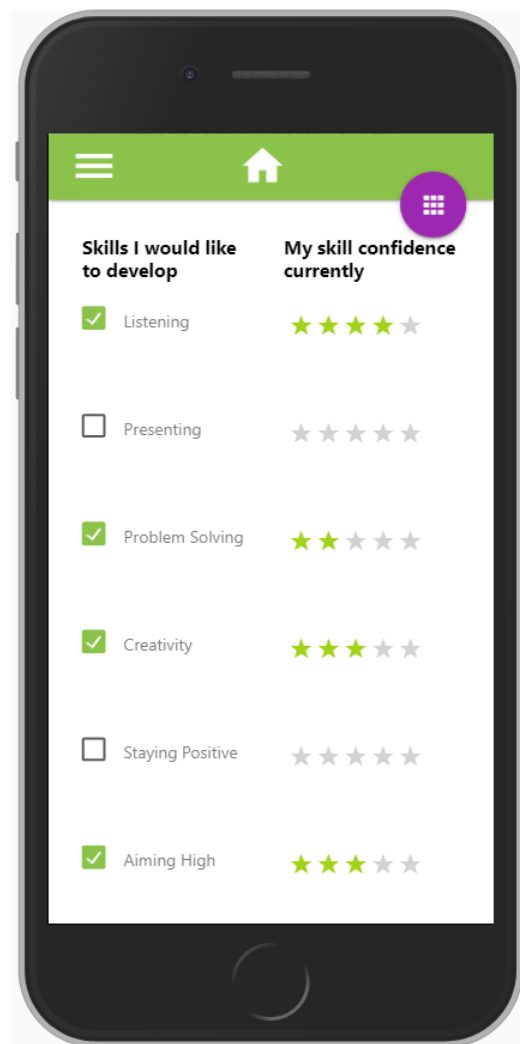
Did you find this activity useful? (circle the emoji)

😢 😒 😐 😊 🤩

Well done! You have completed the Activity!