



Training Course: Career Planning

*27 April - 1 May 2025
Dubai (UAE)*

Residence Inn by Marriott Sheikh Zayed Road, Dubai

Training Course: Career Planning

Training Course code: HR235739 From: 27 April - 1 May 2025 Venue: Dubai (UAE) - Residence Inn by Marriott Sheikh Zayed Road, Dubai Training Course Fees: 4500 € Euro

Introduction

Career planning is a crucial process for individuals seeking to align their skills, interests, and aspirations with long-term professional goals. This program, designed by Global Horizon Training Center, provides participants with the necessary tools and strategies to take control of their career trajectory, ensuring sustainable growth and professional fulfillment. The course covers self-assessment techniques, goal setting, skills enhancement, networking strategies, and career transitions, enabling individuals to navigate their career paths effectively.

Objectives

By the end of this training program, participants will be able to:

- Understand the importance of career planning and its impact on professional growth.
- Identify personal strengths, skills, and career aspirations through self-assessment techniques.
- Develop a strategic career roadmap with short-term and long-term goals.
- Enhance professional skills, competencies, and personal branding.
- Learn networking and relationship-building strategies for career advancement.
- Master career transition strategies and adapt to evolving industry trends.
- Create an actionable career development plan.

Course Methodology

This program is delivered through a combination of interactive learning methods, including:

- Expert-led presentations and discussions.
- Case studies and real-world career planning examples.
- Practical exercises and self-assessment activities.
- Group activities and peer networking opportunities.
- Career coaching and mentorship sessions.
- Role-playing and scenario-based learning.

Organizational Impact

Organizations that support career planning initiatives will benefit from:

- Increased employee engagement, satisfaction, and retention.
- A well-structured talent development pipeline.
- Enhanced workforce productivity and motivation.
- A culture of continuous learning and career advancement.
- Improved succession planning and leadership development.
- Reduced employee turnover and recruitment costs.

Target Audience

This training program is ideal for:

- Employees seeking to plan and advance their careers strategically.
- Professionals considering career transitions or industry shifts.
- HR professionals and career counselors.
- Managers and team leaders supporting employee career growth.
- Recent graduates and early-career professionals.
- Entrepreneurs and business owners planning long-term career paths.

Course Outlines

Day 1: Understanding Career Planning & Self-Assessment

- Importance of career planning in professional growth
- Identifying personal values, interests, and skills
- Conducting self-assessment and career diagnostics
- Exploring career paths and market trends
- Developing a personal career vision statement

Day 2: Goal Setting and Career Roadmap Development

- Setting SMART career goals short-term & long-term
- Aligning career goals with personal aspirations
- Identifying required skills and competencies
- Developing an individualized career roadmap
- Strategies for continuous professional development

Day 3: Enhancing Skills and Personal Branding

- Identifying key professional skills for career growth
- Strategies for skill development and certifications
- Building a strong personal brand online & offline
- Resume writing and LinkedIn optimization
- Effective job search strategies and interview preparation

Day 4: Networking & Career Advancement Strategies

- Importance of professional networking in career planning
- Building meaningful relationships and mentorships
- Leveraging social media for career opportunities
- Strategies for internal career advancement and promotions
- Navigating workplace challenges and career obstacles

Day 5: Career Transitions & Long-Term Career Success

- Preparing for career changes and industry shifts
- Overcoming career stagnation and burnout
- Entrepreneurial career paths and business opportunities
- Work-life balance strategies for sustained success
- Creating and implementing an actionable career plan

Registration form on the Training Course: Career Planning

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

Delegate Information

Full Name (Mr / Ms / Dr / Eng):
Position:
Telephone / Mobile:
Personal E-Mail:
Official E-Mail:

Company Information

Company Name:
Address:
City / Country:

Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng):
Position:
Telephone / Mobile:
Personal E-Mail:
Official E-Mail:

Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
- ☐ Please invoice me
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