



Personal - and Career Development

Radboud University

Portfolio





Portfolio Personal and Career Development

You can build your personal vision of your career by determining which activities you want to be carrying out now and in the future. You start forming an idea of your career's path by thinking about in which role you would like to carry out these activities, and which steps you need to take to get there, and when. Think not only of your own activities, but also about the activities in your group and the collaboration with others. Reflect on your strong suits and on the competencies you are interested in developing. Incorporate the feedback you receive from your colleagues.

We will cover the following topics in the course. Reflect on these topics by writing down your answers to the questions in your own journal. Then formulate specific actions that will put your work situation more in line with your desired career. Gradually your answers will become more and more specific and you'll be able to formulate more specific actions.

Keep this document at hand during the training and add to it when you can. Develop a habit of asking yourself these questions regularly, a few times a year, and see if you're on the right track or would like to change something.

1. Long-term goals

What are your long-term goals in life and work?



2. Values

What are your most important values (3-5) in your life and work?

Does your current work adequately reflect your values?

If not, what can you do about this?

What is your own personal vision on leadership?



Can you apply this to your current work situation?

If not, what can you do to change that?



3. Research strategy

Your choice for a career as a researcher probably already reflects your values to a large extent. It just doesn't provide enough foothold yet to help you decide which activities you'll give priority to in the coming years. You can use the following criteria to help you make choices:

Which activities/projects are:

- Scientifically interesting?
- Socially interesting?
- Rich in opportunity within my organization?

With regard to the last question, you may include all activities that provide opportunities within the political context of your department, the university or hospital where you work, and also in terms of possible partnerships with third parties.

What knowledge do you already have of the political context? What's still missing?

What knowledge do you have of the flow of funds within the organization(s)?

Do you still need to develop that knowledge?



How are you going to do that?

What do you already have direct or indirect influence on?

How are you going to increase your influence?



4. Selection and focus

Which activities are you going to give priority to now?

How will you ensure that you have enough time to carry out the activities that you find important?

Which activities are you going to say 'no' to now?



How will you plan your time?

Dedicate solid blocks of time to paper writing or grant applications, for example, or any other tasks that require time to concentrate on. Also remember to reserve blocks of 'Space' in your planning; time that you keep empty and can use to reflect, come up with new ideas, or work out things that you wouldn't get around to otherwise.



5. Competencies

Which of the skills necessary for your current and future work do you already possess?

Which skills do you want or need to develop (further)?

How are you going to approach this?



6. Collaboration

How do you get cooperation from your supervisors?

How do you get cooperation from your colleagues?

Which tasks can you delegate to others?

Can you set up/continue interesting collaborations with parties outside of your organization?



With whom do you want to, can you, or should you negotiate?

What interests does the other have?

What are the actions that you intend to do with regard to collaboration?



7. Finances

Do you need money for your future work?

Are there other reasons why it is important to raise money?

If so, how are you going to raise these funds?

How much time can you invest in that?



Do you need help from others? From whom? How are you going to convince those people?



8. Personal strategy

Make a plan/time schedule for the coming year as well as for a period of two to five years in which you describe your activities over time and in which you also summarize the actions you will be taking. Evaluate your progress on a regular basis and adjust your schedule accordingly.

What are your priorities?

How will you use your talents and strengths?

What general actions do you need to take in the next year?



Which concrete steps will you take in the next month(s)?



9. Communication

Communicate your plans regularly to everyone involved.

Which approach will you choose to get others to work with you on your plan?

Think of the different communication styles (Normative, Logical, Motivational and Relational), which will you use, when, and how?



10. Additional Notes

