

FIVE-STEP GUIDE TO STARTING YOUR LEARNING EXPERIENCE

Learning and personal development (PD) is key to helping you achieve your personal and career goals. PD can help you build confidence, set other goals in all aspects of your life and help you to become more professional in your role – and simply have a more enjoyable and fulfilling career.

Here are some tips to get you inspired.

- Get to know yourself.
 - o What are your strengths?
 - o Do you need help in specific areas?
 - o What is your view on work/life balance?
 - o Talk with others about how they see you.
- What are your personal goals and career goals?
 - o Write a list for each.
 - o Compare them and see how your goals can fit together.
- Create a roadmap for achieving your goals.
 - o Lay out the steps for development that you need to meet your goals.
 - o Include joining networking groups as one of your goals to help you learn. Use their collective experience to help guide you.
- Which options are available to help you achieve these goals?
 - o Discuss your options within your own workplace.
 - o Explore opportunities with organisations such as ALIA. They're there to help.
- Set a tentative deadline for achieving your goals.
 - o Be realistic and do what is achievable! Small sub-goals are better than grandiose plans that may be unrealistic. 🚫

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How do learning and PD help me?

- Define what you want from your personal life and career
- Enable you to realise your potential
- Provide you with a sense of direction
- Improve motivation
- Inspire confidence in yourself
- Make you more employable
- Make you more likely to be chosen for promotion
- Help you help others to learn
- Create resilience
- Give you more satisfaction and achievement
- Facilitate learning from others