

## **Executive Career Management Tips**

### **Build your portfolio**

Your portfolio is the second most important resource to your CV. It is a “living thing” that you keep updated ready to use at any time to validate your career achievements, education and history.

### **Actively network every week**

Failure to network is the major contributor to “executive career atrophy”. Attend, connect and nurture with your network regularly and you probably will never have to apply for another job.

### **Take leadership positions in professional associations**

Being seen is an executive's major marketing tool. The higher your public profile within your sector the more career opportunities are going to come your way.

### **Write articles and do presentations**

Your personal profile can be directly promoted through articles in professional journals, websites and blogs. Don't be shy; let the world understand your expertise on important industry topics and trends.

### **Maintain your ongoing professional development and qualifications**

The single most important executive career management need is to keep your qualifications up to date, plus undertaking continual professional development of at least 30 hours annually (documented in your portfolio).

### **Understand and research your competition**

Current intelligence on the people you will be competing against can give you a significant edge to maximise your next career move.

### **Provide support and assistance to people in your network**

Your contribution to others will enhance your situation when you need assistance or information critical to your next career move (remember The Godfather movie).

### **Keep up to date with the employment market in your sector**

Understanding whose hiring and firing is fundamental. Always know your worth and value to another employer and have your “elevator pitch” ready to fire at any time.

### **Perfect your interviewing, negotiating and similar skills regularly**

These soft skills are an executive's tools of trade...practice, practice and practice!