

CAREER ADAPTABILITY: EXAMPLE ACTIONS

Dimension	Definition	Example Actions
Planning	<i>The individual's interest and involvement in their development. It reflects a proactive approach to planning across one's work life.</i>	<ul style="list-style-type: none"> • Reflect on your values and whether they align with the change. • Identify how this change aligns with your career goals and larger purpose in life. • Plan a career goal relating to this change. • Prepare for this change (e.g. seek out further training, time schedule etc.). • Apply a proactive personality (e.g. Reach out to your supervisor/mentor to learn how they would approach the change; Identify skill gaps and engage in professional development to build competencies).
Curiosity	<i>The willingness to explore and learn about oneself and the world of work. Involves openness to experience, gathering information, and gaining feedback.</i>	<ul style="list-style-type: none"> • Explore your opportunities relating to the change. • Investigate options before making a choice. • Brainstorm the different ways you can approach this scenario (e.g. what are my possible selves in this scenario, what choices can I make?). • Acknowledge you have biases. Reflect on how your biases may impact your approach to this situation. • Ask colleagues/leaders how they would approach the situation – gain diverse perspectives. • Intentionally ask yourself questions – ‘why?’, ‘is this the best way?’ • Frame the problem as an opportunity question – ask, ‘how might we...?’ • Seek out regular feedback to assess your performance.
Control	<i>The perceived ability to influence and shape one's work life. Involves the agency and belief that one can make choices that impact their career trajectory.</i>	<ul style="list-style-type: none"> • Reflect on what is within your control, what you can influence and what you cannot control in this scenario. • Write down your negative thought patterns and reframe to be more optimistic. • Focus on small goals, write these down and tick off as you complete the goals.
Confidence	<i>The belief in one's own abilities to cope with work transitions and challenges. It involves reframing negative thoughts and a positive attitude toward change.</i>	<ul style="list-style-type: none"> • Actively seek opportunities to acquire new knowledge, skills, and competencies relevant to one's career. This includes participating in training programs, workshops, and pursuing further education. • Ask to observe a mentor/employee in how they would undertake the task/role. • Ask for positive and constructive feedback. • Identify your strengths and brainstorm how you could apply your strengths to the change. • Reflect on when you have engaged in a similar experience in the past/ used similar skills and your key learnings from that experience.