

My GC Career

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Use this to:

- Prepare for meaningful feedback and career conversations with your manager
- Build a case to request funding for learning activities
- Capture career goals
- Track your activities and summarize your career data
- Populate your PSPM app
- Help you apply to a job poster
- Update your resume

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Today's date:

Long-term goal(s) - 1- 5 years from now

Consider dimensions such as:

- Where you want to contribute

- Character or behaviours you want to share
- Skills
- GC and/or organizational priorities
- Wellbeing and life

Elaborate -why are these important to you?

[Use the GC Career Reflection Playbook if you are stuck \(Beta version\)!](#)

Short-term goals - next 6-12 months

1. What I want to develop (or maintain) and my current level of proficiency	2. Why this matters to me	3. How I'm going to do this	4. Help needed
<p>Consider dimensions like:</p> <ul style="list-style-type: none"> • Character or behaviours • Skills • GC and/or organizational priorities • Wellbeing <p>Identify your current level of proficiency: 1- Understand (I can articulate the potential and value of this skill, method, or</p>	<p>How will developing/maintaining this help you achieve your <u>long-term goal</u>?</p>	<p>Identify the <i>specific</i> activity that will help you to develop/ maintain #1:</p> <ul style="list-style-type: none"> • On the job support/tools • Experiential learning - for instance taking on new tasks/roles • <u>Interchange</u> • Acting opportunity • <u>Take Me With You!</u> • Being mentored • Joining a <u>community of practice or network</u> 	<p><i>Identify the support you need to realize #3 (your activity)</i></p> <ul style="list-style-type: none"> • On-the-job support • Contacts • Mentorship • Cheerleading • Accountability • Financial support (<u>see next section</u>) • Other

behaviour) 2 - Apply (I can demonstrate that this skill, method, or behaviour can be effectively used to achieve specific outcomes) 3 - Embed (I can effectively use this skill in everyday practice, it has become a habit) 4 - Spread (I can teach and mentor others to develop this skill)		<ul style="list-style-type: none"> • Teaching others • Self-study • Taking a course @ CSPS • Attending an event (CSPS calendar) • Second language tools and support • External learning activity • Other (describe) 	
<i>Use one row per item- add as many rows as you need.</i>			

★ *Did you consider ?*

There are a lot of things to think about in a GC public service career:

- **Second official language requirements** - do you need to update your second language profile or increase your levels?
- **Competencies** to maintain or develop? - there's a [starter list in section 4](#).
- Want to become a [supervisor or manager](#)?
- **Professional credentials** and continuous learning credits - as required for your profession
- **Wellness and your life overall** - do you have the capacity to undertake all your plans? Is this the right time?
- **Stage of career** - [Retirement planning](#) + [Public Service Pension Plan](#) info

Need funding?

1. Is the training you want offered at the [Canada School for Public Service](#)? If **not**, do some research to find out what is available.

Try these:

- [Coursera | Online Courses & Credentials From Top Educators. Join for Free](#)
- [edX | Free Online Courses by Harvard, MIT, & more | edX](#)
- [Online Courses - Learn Anything, On Your Schedule | Udemy](#)
- [LinkedIn Learning: Online Courses for Creative, Technology, Business Skills](#)

2. Complete the following table. Consider providing up to **three options and a justification** for your preferred choice.

	Title + course description	Dates	Location	Cost including travel if applicable
1				
2				
3				

3. Provide a short justification (business case) referring to your [short-term goals](#), and if applicable, why you chose the option you did. This doesn't need to be lengthy. For example, you might say: *I want to do X because (goals). Option X makes the most sense because (time/value/reputation).* The business case makes it easier for your manager to assess your request.

Requesting Second Language Learning Activities

Research tells us that to develop or maintain a second language requires *at least* 15 minutes of daily practice; and that if you want to develop your oral proficiency, you need to *speak in your second language every day*. Besides being able to invest time, you may need to form new habits.

Consider these questions to assess your level of commitment to your second language learning.

1. Why learning a second language is important to me and my career...
2. My relationship with learning ([growth mindset vs fixed mindset](#))...
3. How confident I am that I can achieve the level I want...
4. How I will set myself up for success...(protect my time, develop new habits)
5. The learning activities I am planning to undertake on my own are (select from [this list and add your own](#))

Which of these learning activities are you requesting?

- Language [Assessment](#)
- Time for self-study
- Support to develop self-study habits
- A departmental language activity (for example, Language Buddies, conversation classes - check your departmental intranet)
- Part-time training - group or individual
- Immersion for example, a work assignment in an environment that operates primarily in your second language

Track your activities

When you track your activities regularly, you'll be well set up to prepare for a career conversation, selection process, or to complete your performance agreement (PSPA).

Good habits

You can create a few simple systems to easily track your successes so that when you need them, they'll be at hand.

1. Create a folder in Outlook named "WINS" to store emails that recognize your work, celebrate an achievement, or mark a completion
2. Add "weekly review" to your calendar at a regular time and place
3. Create a living document that includes three lists:
 - a. Current Projects
 - b. To do this week (*dated*)
 - c. Done

Update the lists as a part of your weekly review. As projects are completed, move them to the top of the "done list". (Share your lists with your manager for your bi-lats).

Competencies and/or skills, knowledge, behaviours, attributes, character...

Use a chart to track successes and feedback re: your specialized skills, knowledge, behaviours, [core competencies](#), and things you are aiming to develop. When it is time to complete your performance agreement, you can copy and paste your examples in the performance agreement app. (*Delete anything that doesn't apply to you*)

Resource	Competency / skill / knowledge	How I demonstrated...(Tell a brief story about your success or a lesson learned)
TRC #57	Indigenous Cultural Awareness	
GBA+	Gender-Based Analysis Plus	
Report	Inclusion and Diversity	
Wellness	Mental Health	
Digital	Nine GC Digital Standards	

<u>Beyond 2020</u>	Agile, Inclusive, Equipped	
Core	<u>Demonstrated integrity and respect</u>	
Core	<u>Thought things through</u>	
Core	<u>Worked effectively with others</u>	
Core	<u>Demonstrated initiative and action orientation</u>	
OL	<u>Reading comprehension</u>	
OL	<u>Written expression</u>	
OL	<u>Oral proficiency</u>	
KLC*	<u>Create Vision and Strategy</u>	
KLC*	<u>Mobilize People</u>	
KLC*	<u>Uphold Integrity and Respect</u>	
KLC*	<u>Collaborate with Partners and Stakeholders</u>	
KLC*	<u>Promote Innovation and Guide Change</u>	
KLC*	<u>Achieve Results</u>	
Your profession	(Functional skills related to your work)... <ul style="list-style-type: none"> • <u>List of GC functions</u> 	
	<u>Review GCcampus for more ideas!</u>	

* [Key Leadership Competencies](#) (KLC) are used to assess supervisors, managers, and executives. If joining their ranks is a career goal for you, you'll want to know about the KLCs.

Work objectives and performance feedback

You can copy and paste this information directly into the PSPM app when it is time to update your PSPA, since it uses an identical format.

My Current Job/Role

- Dates:
- Organization:
- Group/Level:
- *Title*: (max. 60 characters)
- *Priority*: Departmental priority or operational activity (max. 500 characters)
- *My work obj #1*: (max. 1000 characters)
 - *Indicator* (max. 2000 characters)
- *My work obj #2*: (max. 1000 characters)
 - *Indicator* (max. 2000 characters)
- *My work obj #3*: (max. 1000 characters)
 - *Indicator* (max. 2000 characters)

My reflection

- Wins (I delivered and/or knocked these things out of the park!)
- Lessons learned (things that didn't go as planned, but from which I learned a lot)

Manager feedback

(Summarize written or verbal feedback from your manager)

- Date + format that you received the feedback (verbal, questionnaire, other):

- Summary / notes:
- Actions to take:

360 feedback

(Whether you've undertaken a formal 360 or just gotten feedback from a colleague, summarize it here)

- Date :
- Summary / notes:
- Actions to take:

Learning activities completed

Track all the activities you've participated in here. Include webinars, armchair discussions, manager and/or peer feedback conversations, mentors, online learning...

Date	Activity	Key takeaway

Career conversations

Track conversations you have with your manager, mentor, peer coaches...

Date	Who	Key takeaway / action for follow up

Origin of this tool



This career tool was initially developed as a prototype for Canada's Free Agents with the support of the Canada School of Public Service. Read more about the [Talent Principles for Canada's Free Agents](#).

In February 2019, Canada's Free Agents crowdsourced a [Manifesto for Encouraging and Growing Talent](#) via a #GCLeaders Twitter Chat with the aim to advance positive employee experiences.

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