



Time to take the next Steps

FINDING A JOB

All about you

The first, and probably most important, step of career planning is to get to know yourself.

Ask yourself: What skills do you already have? What are you good at? What interests you? What are your top three must-haves in any job? What don't you enjoy doing?

Narrow it down

Once you've worked out what you enjoy doing, and the sorts of things you're good at, you can start to rule out the jobs, that aren't for you.

Investigate

Once you've rejected certain jobs, you should start to get a feel for the types of jobs you think you do want. Then you need to start researching them.

Ask yourself: What qualifications do you need to get into that job? Do you have them already? Do you need experience? What kind of hours would you be working? What benefits would you get?

Elimination

Doing this will help you to narrow things down even further.

PLANNING FOR THE FUTURE



Get going

Once you've narrowed your search, you need to take action.

Ask yourself: Do you need more qualifications? How will you get those? These steps should simplify things for you, but check out the top tips below for more guidance.

1. **Take your time:** Planning your career properly takes time so don't be frustrated if you feel like you're not getting anywhere straight away.
2. **Write everything down:** It's always good to remind yourself of what you wanted at the beginning of the process to see how things have changed.
3. **Make a list:** Write down the 'must, should and could' elements right at the very start to help focus you.

APPRENTICESHIPS

An apprenticeship is a work-based training programme for people who want to develop their skills and get experience.

Apprentices spend most of their time in work and training on the job and a small amount of time studying. Apprenticeships often lead to a recognised qualification.

Who can do one?

Apprenticeships are for anyone above the age of 16 who isn't in full-time education. There isn't an age limit but they're normally aimed at 16-24 year olds.

For more information, Contact your local SRC or Princes Trust





SELF-EMPLOYED VS EMPLOYED

PROS AND CONS

WHAT IS THE BEST? DEAL?



Regular employment

Pros:

- Set salary payment
- Paid holiday / sick leave
- Auto-enrolment into a pension scheme
- Opportunity for further training/certification at company expense
- Possible access to benefits, such as gym membership and health insurance
- PAYE tax arrangements
- Social interaction with colleagues

Cons:

- The daily commute
- Lack of flexibility regarding holiday dates and length
- Childcare issues
- Lack of autonomy
- Any pay rises are likely to be minimal and infrequent
- You are unlikely to feel the effects of any company success and growth
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Self-employment

Pros:

- The freedom to fit work around your family life
- Answering only to yourself and your clients
- Escaping the cost and pressure of commuting
- You get to work on a multitude of different projects, with different companies and meeting new people
- The excitement of taking responsibility for your company's success

Cons:

- Lack of employment security
- Lost earnings if you take a holiday
- Losing the division between work and home time - home working can also mean your home becomes an office
- If you work alone, you can become isolated

How do I start
my own Business?

How do I gain
skills?

I could do with
some interview tips

I need a better CV

What is a
Business Plan?

How do I make
my hobby pay?

For More Information,

Contact: Newry & Mourne Co-operative & Enterprise Agency

www.nmea.net Tel 028 302 67011



Do you need help getting into
self employment or employment?

This is a **free** programme that helps you take
the first steps to gaining employment or
exploring your business idea.

Enterprise
NORTHERN IRELAND

Department for the
Economy
www.economy-ni.gov.uk

European
Union
European
Social Fund
Northern Ireland

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