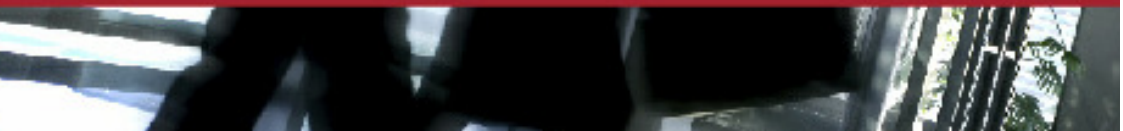




KICK-START CAREER

Practical Ideas and Strategies to
Support the Development of Leaders



KICK START YOUR CAREER

Practical Ideas and Strategies to Support the Development of Leadership

by

Gina Gardiner

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ABOUT THIS BOOK

Kick-Start Your Career is designed for people who are ambitious and want to create a successful career for themselves. It is a no-nonsense, jargon-free manual full of practical ideas and strategies to support the development of leadership. Everything in the book has been tried and tested in a variety of organizations; it is a distillation of over 30 years' experience of developing leadership at every level.

You will find it useful to read the book as part of your preparation for starting your job or as part of your induction programme. You'll also find it helpful to use the book as a "how to" guide if you are tackling a new skill, such as giving presentations or chairing a meeting.

The book covers themes which will support your development from novice to confident professional looking for promotion.

Themes include:

- interview techniques
- being a consummate professional
- giving great presentations
- chairing meetings effectively
- managing your time effectively
- creating a great CV
- effective listening
- taking the initiative
- being a good team member
- planning and anticipation

And so much more!

The book offers a practical guide in which each theme is broken down in

a simple, easy-to-follow format. Leadership audits will help you identify your strengths and areas for ongoing development.

Kick-Start your Career has a companion book, *How YOU Can Manage Your Staff More Effectively (and Pave the Way to Your Next Promotion)*. If you are keen to develop your ability to lead and manage others this is the book for you. It will help you to create a strategic vision which is shared by others first time around.

What the reviewers said.

“This book is fantastic for all graduates who are trying to ‘Kick Start Their Career’ and get one step ahead in the battle for their dream job. Not only does it have useful and practical information on how to construct a decent CV and letter of application, as well as hints and tips for any interviews, it is also full of suggestions of how to stay valued and deal with any problems once the job is yours.

I feel sure that without the help of this book I would never have been offered my new fabulous job! “

Katy H Northhants

“One of the most daunting experiences for any graduate is the leap from the comfort of University life to trying to pave out a successful career in your chosen field. “Kick Start Your Career” is a highly useful and concise guide for anyone, like me, attempting to complete numerous application forms whilst perfecting their c.v. There are also some handy tips on how to succeed during the subsequent interview procedure and achieve your goals in employment.”

Jess T Portsmouth University

ABOUT THE AUTHOR



With more than 30 years' experience in developing people and helping them to attain their full potential, Gina Gardiner has a proven track record in developing leadership and management skills at all levels, from training newly appointed graduates to supporting middle and senior managers.

She was recognized by Investors In People as creating an innovative and exemplary training programme for emerging and middle managers and by Ofsted as an "inspirational leader". Her experience includes "change management" and supporting organizational leaders in developing strategic vision and creating a "can do" culture. She is a master practitioner in neurolinguistic programming (NLP) and developing leadership has been at the heart of her life's work.

ABOUT GRADUATE SOLUTIONS

Creating tomorrow's leaders today...

Graduate Solutions was created to support the ongoing development of newly appointed graduates and their managers. After much research it became clear that graduate potential was often slow to be developed and all too frequently wasted.

Successful organizations put leadership and management training high on their priority list. They start as they mean to go on: from the moment their graduates join the graduate programme, leadership development begins.

Consider yourself and your organization:

- People are your most valuable resource. Are you making the most out of yours?
- Are you and your managers creating the best culture to maximize talent?
- Does your induction and development programme nurture the potential of the graduates you appoint?
- Are your new recruits up to speed quickly and ready to take a full and productive role in your organization? Or do they lack initiative and need to be spoon-fed?
- How well do you and delegate and manage your time?

Graduate Solutions offers a broad development programme for your managers, helping them to maximize the potential of their graduates in the minimum amount of time.

We specialize in providing a comprehensive service for graduates who want to get ahead and want to do it quickly. Graduate Solutions provides information, one-to-one executive coaching and leadership training, developing professional awareness and the leadership and management skills that graduates need to climb the professional ladder and become the lifeblood of their organization.

FOREWORD

Kick-Start Your Career was written in response to research undertaken with a variety of organizations. My thanks to everyone who took part and gave so generously of their time.

The research focused on the development of leadership within organizations. Despite the wide range of business it became clear that although the “widgets” were very different, the issues were very much the same.

This book and its partner, *How YOU Can Manage Your Staff More Effectively (and Pave the Way to Your Next Promotion)*, deal with the issues identified through the research and offer practical solutions and an opportunity to share the excellent practice of highly successful organizations. Incidentally, using the strategies in the book will save you time, energy, stress and money!

Kick-Start Your Career is designed to bridge the transition between the worlds of education and business. It demonstrates what is required to be a consummate professional and offers practical strategies for developing a range of skills and approaches to prepare for future leadership roles. It also includes a self-audit of leadership skills to aid ongoing growth and progression.

Individual coaching and team training is available through the Graduate Solution website found at www.graduatesolutions.co.uk and www.ginagardinerassociates.co.uk .

Best wishes

Gina Gardiner

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Introduction

Welcome to *Kick-Start Your Career*. This book is designed for graduates who are ambitious and want to create a successful career for themselves. It is a no-nonsense, jargon-free manual full of practical ideas and strategies to support the development of leadership. Everything in the book has been tried and tested in a variety of organizations; it is a distillation of over 30 years' experience of developing leadership at every level.

No one starts out as an expert: it takes a positive, open attitude and lots of work to develop the wide range of skills required to be a great leader. As with all things, the more you put into the process the more you will get out of it.

You will find it useful to read the book as part of your preparation for starting your job or as part of your induction programme. You will also find the book helpful as a "how to" guide if you are tackling a new skill, such as giving presentations or chairing a meeting.

Kick-Start your Career has a companion book called *How YOU Can Manage Your Staff More Effectively (and Pave the way to Your Next Promotion)*. In this book similar themes are visited, but from the perspective of the manager. If you are keen to develop your ability to lead and manage others, to create a strategic vision which is shared by others and to ensure the success of your team or department, you will find this book extremely helpful.