

Time for a Check-Up: Your 6 Month Career Plan

GUIDE TO LEVELING UP YOUR HEALTHCARE CAREER

Your first six months have probably been exciting, sometimes stressful, but rewarding.

If you're committed to healthcare, you know there's always a way to improve your work and become a better team member. These resources will help you improve your daily work and your long-term career.

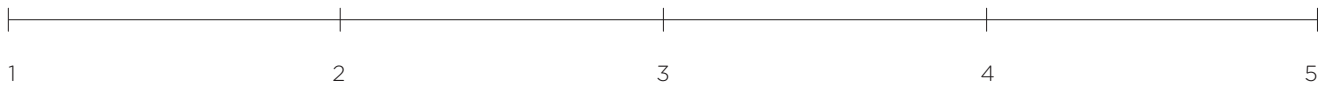
YOUR GUIDE INCLUDES:

1. A self-assessment worksheet
2. Tips on asking for feedback
3. 5 things to keep in mind at work
4. A 6 month plan worksheet

Skills Self-Assessment

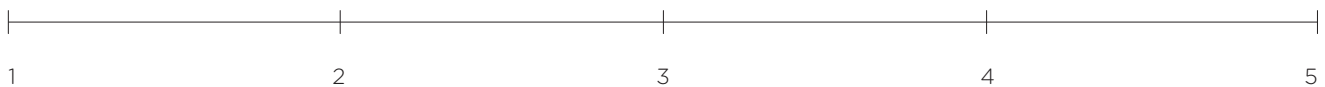
Take time to reflect on where you feel you are on some essential “soft-skills.” This worksheet is for you, so be honest with yourself. The best way to improve a skill is recognizing that you have room to grow and then taking action. Rate yourself on your performance of these skills from 1-5, 1 being “needs improvement” and 5 being “always excellent.” You’ll use this assessment when you create your career plan on the last page.

FORWARD-THINKING



Do you always go above and beyond to anticipate problems before they even happen? Or do things often sneak up on you or surprise you? Perhaps you are somewhere in the middle - always following protocol and doing exactly what you’re asked to do, no more, no less.

COLLABORATION



Do you notice when a teammate needs extra help and jump in? Or do you often avoid anything extra? Maybe you are somewhere in the middle — sometimes you step up and sometimes you don’t.

COMMUNICATION



Do you ask questions so you feel confident that you understand the instructions? Do you listen actively to the patients so you can provide them with the best care? Maybe you feel in a rush and cut corners to get things done. Maybe you’re somewhere in between.

PROFESSIONALISM



Are you ALWAYS on time ready to start with the correct uniform and information you need to do a great job? Are you treating your coworkers, supervisor, and patients with the kind of respect you’d want to be treated with? Or are you stressed and running to your post at the last possible second?

DETAIL-ORIENTED



Do you read every insert/instruction fully before you begin a new task? Do you double check your work/notes? Maybe you feel overwhelmed sometimes and skip a step here or there.

Asking for Feedback

Another way to get ideas on how to improve on your professional performance is asking for constructive feedback from your supervisor. Here are a few “dos” and a few “don’ts” to help guide your conversation.

Don’t take it personally

Do accept critical feedback professionally

Constructive feedback at work is an opportunity for you to grow and learn. Try to remember, even if hearing a critique of your skills is uncomfortable, that it’s the best way to improve. Also, demonstrating to your supervisor that you have the professional maturity to hear that feedback and act on it can build trust and confidence.

Don’t make excuses

Do be solutions-minded

When receiving critical feedback, or being called out for an error, our gut reaction can be to get a little bit defensive. If you find yourself in that situation try pausing, take a deep breath, and actively listen to that feedback. Instead of immediately thinking about reasons a problem is “not my fault” help offer a solution.

Maybe the solution is a way you could have prevented something that you can work on for next time. Maybe the solution is how a problem could be fixed from where you are now. Could you have asked for more help? Could you have made sure you fully understood the instructions before starting? Did you need to start a task sooner? Take better notes? Leave home a few minutes earlier so you have plenty of time to get set up once you’re at work? Ultimately you are the only one responsible for your performance at work - but that is good news! Because it is your responsibility you are also empowered to change how you react to improve your professional performance.

Don’t expect instant feedback

Do set aside time to talk to your supervisor

If you’ve just started a new job or have set intervals for assessment, it’s ok to at least ask to check-in earlier. Explain in a positive way why you want feedback. After all, your goal is to ensure patient safety and give the best patient care possible. Getting feedback - and implementing changes - demonstrates your commitment to those goals and your desire to achieve great things in your career.

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5 things to keep in mind everyday at work

1. Always be professional and patient
2. Be a team player
3. Put your patients first
4. Stay aware of what is going on in your field
5. Say YES to continuing education

My 6 month plan

Now you've completed a self-assessment, you have ideas on asking for feedback, and you're ready to take action. Use this worksheet to figure out what the right goal is for you.

MY BIGGEST STRENGTHS AT WORK ARE:

Go back to the self-assessment page. Did you rate yourself 4 or 5 on any skill areas? Write down the strengths and skills where you excel.

IN THE NEXT SIX MONTHS I'LL FOCUS ON IMPROVING:

Look at your 1's, 2's, and 3's. Write down what you could be doing better. Be honest. This is just for you.

MY LONG-TERM GOALS ARE TO:

Where do you see yourself in 1 year? 5 years? In 10? What do you want to get out of your career and how will you take action to get there?
