



KITS WORK READINESS TOOLKIT

Module 8: Career Conduct & Growth

Objective

To help participants present their career story clearly, maintain professional conduct and boundaries, and take ownership of continuous learning, mentorship, and long-term career growth.

Module 8: Career Conduct & Growth

Facilitator / Participant Guide Note

Purpose:

This module is designed for **self-guided or facilitated use**. Each activity includes clear objectives, instructions, and reflection prompts that support independent completion.

How to Use This Module:

- Complete worksheets thoughtfully and honestly.
- Use checklists as living documents—review them regularly.
- Revisit this module during career transitions or performance reviews.

Outcome:

Participants will articulate their career story confidently, maintain professional conduct, and build sustainable growth strategies through learning, mentorship, and networking.

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1. CV Basics & Career Storytelling

“Your career is not a ladder. It’s a story.”

Learning Note:

A strong CV is not a list of tasks—it is a narrative of growth, contribution, and impact. Career storytelling helps employers understand not just what you did, but who you are becoming.

Activity – CV Review & Story Mapping Worksheet

CV Section	Current Content	What It Says About Me	Improvement Needed
Profile Summary			
Work Experience			
Skills			
Education / Training			

Reflection Prompts:

- What theme connects my experiences?
- What skills or values show up repeatedly in my story?
- What part of my CV needs clarity or confidence?



2. Workplace Boundaries & Professionalism

*“Boundaries are the distance at which I can love you and myself at the same time.” –
Prentis Hemphill*

Learning Note:

Professionalism is not just how you work—it is how you protect your time, energy, and integrity. Clear boundaries prevent burnout, conflict, and reputational risk.

Activity – Workplace Boundaries Self-Check

Scenario	Current Response	Ideal Professional Response	Action Step
After-hours requests			
Personal vs work conversations			
Conflict or disrespect			
Workload overload			

Reflection Prompts:

- Where do I struggle to say no professionally?
- Which boundary will most improve my wellbeing and performance?



3. Continuous Learning, Mentorship & Networking

“The best investment you can make is in yourself.” – Warren Buffett

Learning Note:

Career growth is intentional. Learning, mentorship, and networking are not optional extras—they are career accelerators.

Activity – Mentorship & Network Mapping

Name	Role / Industry	Purpose of Relationship	Next Action

Reflection Prompts:

- Who is already in my network that I have underutilized?
- What kind of mentor do I need at this stage of my career?
- How can I offer value before asking for support?



4. Checklists: CV Review, Mentorship Mapping & Learning Action Plan

"Small improvements every day lead to big results over time."

Learning Note:

Checklists convert intention into action. They ensure consistency and accountability in career development.

CV Review Checklist

Item	Completed (✓)	Notes
Clear profile summary		
Achievements highlighted		
Skills relevant to target role		
Clean formatting & grammar		

Learning Action Plan

Skill / Area	Why It Matters	Learning Method	Timeline

Journaling Prompt:

"Describe the professional you want to become in the next three years. What habits, skills, and relationships will support that journey?"

5. Wrap-Up & Reflection

Key Takeaways:

- A clear career story improves opportunities and confidence
- Professional boundaries protect reputation and wellbeing
- Continuous learning and mentorship accelerate growth
- Intentional planning turns careers into long-term assets

Action Steps:

1. Review and update your CV using the checklist.
2. Identify one mentor or learning opportunity this month.
3. Commit to a 90-day learning or growth plan.

