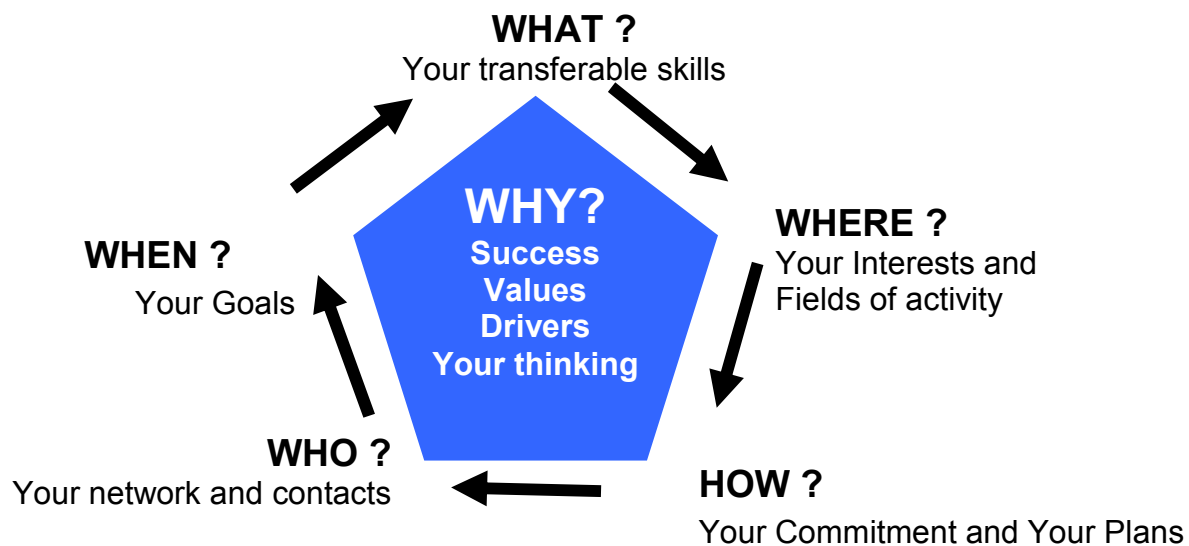




# Career Detection

## Workbook

This workbook has been produced for use with the book of the same name



# Career Detection

One of the central ideas of the book is that your career (or job) search will be organised around the six great questions **WHAT, WHEN, WHERE, WHO, HOW and WHY?**

The following pages give you the exercises from the various chapters.

Good luck with your career detection!

Brian McIvor

## Management Briefs © 2008

*The exercises that follow are contained in the above book by Brian Mclvor © 2008. This workbook is for the sole use of the reader and may not be copied or re-used by anybody else without prior written permission from the author or his agents.*

### CHAPTER 1: What is my career? What am I looking for?

#### 10 questions you should ask yourself about your career

**If you answer less than eight with a yes do you have a career problem?**

1. You travel to your job with eager expectation most mornings of your life
2. You feel that your job is one that interests you and engages you
3. Your job has helped develop your skills
4. Your job has helped you develop your confidence and self esteem
5. Working conditions for you are ideal
6. Relationships at work with colleagues, customers and superiors are optimum
7. You get regular and constructive feedback from your superiors
8. Your work receives the recognition it truly deserves
9. At the end of the day you are truly thankful for your chosen career
10. Your workplace is a really enjoyable place to be

#### **Activity 1:**

***What's the definition of success you have been carrying around for the last few years?***

**SUCCESS DEFINITION 1: Current definition of success in one sentence: First thoughts.**

## **Activity 2: IDENTIFYING HAVING, DOING and BEING**

Consider these questions

What would I like to **BE**? What would I like to **DO**? What do I want to **HAVE**?

Two options:

1. Fill out the table below initially work from left to right:  
e.g. if I wanted to be (happy, secure) what would that be like?  
what would I be doing? (e.g. be in the right job?)  
and what would I have after that? (The right salary, the right lifestyle)

or

2. Fill out the table from right to left  
e.g. if I have €1,000,000  
I would be able to do .... (e.g. travel the world etc. )  
And then I would be ..... (e.g. happy &c). But that does that follow?

BE	DO	HAVE

**Activity 3: Complete this statement:**

***I want to leave the world having contributed the following: -***

**Activity 4: Here's a simple way to find your career drivers:**

Rank the following from 1 to 9 in terms of what is really important to you in your career

**Ranking**

	<b>MONEY and POSSESSIONS</b> I crave a very high standard of living
	<b>POWER and INFLUENCE</b> I want to be in control of people and resources
	<b>MEANING</b> I want my career to involve things which I believe to be valuable for their own sake
	<b>EXPERTISE</b> I want to achieve a high level of accomplishment in a specialised field
	<b>CREATIVITY</b> I would like to innovate and to be identified with original output
	<b>AFFILITATION</b> I want to have fulfilling relationships with others at work
	<b>AUTONOMY</b> I want to be independent and able to make key decisions for oneself
	<b>SECURITY</b> I want a solid and predictable future
	<b>STATUS</b> I want to be recognised, admired and respected by the world at large

**YOUR THREE TOP DRIVERS:**

1	2	3

**Activity 5: Reflect on the points above and have another go at your success statement – considering both your career and your life.**

SUCCESS DEFINITION 2: after further consideration: include who you want to be, what you want to do, what you would like to have and the legacy you will leave:

In my career	In my life outside work

When you have finished this you can copy the information into the Career Blueprint at the back of the book. Congratulations! You have completed the first piece of the solution to your career mystery.



- this symbol means something to add to your career blueprint. See back page.

**Activity 6:** *List some specific goals you can set about enabling your career to move forward:*

<b>ACTION</b>	<b>DATE</b>	<b>DESIRED OUTCOME</b>
<b>1</b>		
<b>2</b>		
<b>3</b>		

**ACTION**

Study for MBA

**DATE**

2010 (Qualify)

**DESIRED OUTCOME**

Deeper understanding of how a business works so I become more promotable

Other thoughts:

## CHAPTER 2 Are my Work and Life in Balance?

### **Activity 1:** *identifying my vision and sustainability*

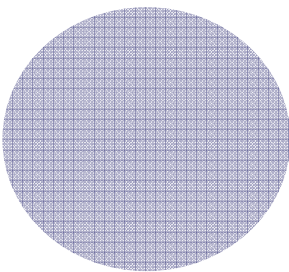
Elements of my Career Vision	What makes me sustainable in a 21 <sup>st</sup> century marketplace?
1	1
2	2
3	3
4	4

e.g. “to be at the top of my profession” e.g. “having language skills in a global marketplace”  
 “to be an empowering leader.”

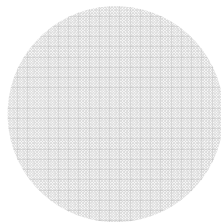
### **Activity 2:** *Draw a diagram of the four elements: working, playing, learning and giving.*

**Step 1** *Draw four circles in proportion to the amount of time they occupy in your life.*

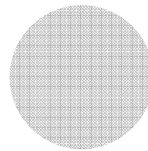
**W**ork



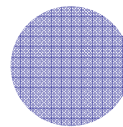
**L**earning



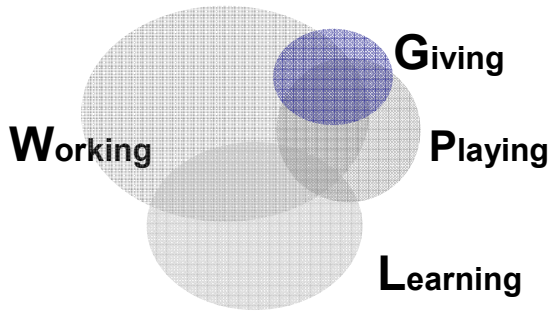
**P**laying



**G**iving



**Step 2** Draw the diagram showing how they overlap.



**Question:**  
 What happens in the overlaps?  
 For example: how much learning takes place at work, outside of it?

Overlap	What happens here

**Step 3** Draw the diagram the way you would like your life balance to be.

Is it the same as in Step 2 above?

**Activity 3** In moving forward which items will remain constant and which will change?

Analyse the two diagrams:

What will remain the same?	What will need to change?
<b>1</b>	<b>1</b>
<b>2</b>	<b>2</b>
<b>3 etc.</b>	<b>3 etc.</b>

**Activity 4:** List your personal stress busters:

Physical	Emotional	Spiritual

**Activity 5:** Moving Forward

Fill out the following table for yourself :

	Under my control (1)	I can influence these items (2)	I can only be concerned about these (3)
Will help me move forward ("GO" Items)			
Will Stop me moving forward ("STOP" Items)			

Examine both lists: Where does the balance of power lie?

Mark where you think it lies on the line below:

.....  
All systems GO
STOP and GO Equal
All Systems STOP

## Activity 6: Analyse your role models:

Consider the two or three people in your life who have influenced you most.

- What did they know most about?
- What skills did they have to a very high level?
- H
- 
- How would you describe them to someone else?
- What did they teach you?
- How are you like them? Even in small ways

Name	What they knew, what they could do well	What they taught me	How I am like them

*e.g. John Smith    Computing    To look for the hidden opportunity    I have a good memory for detail*

**Activity 7:** List some specific goals you can set about enabling your career to move forward:

ACTION	DATE	DESIRED OUTCOME
1		
2		
3		

**Activity 8:** Revisit the WHY box on your Career Blueprint to ensure that your success statement includes element of effective work and life balance. Make any necessary changes.  
**Other thoughts:**

**CHAPTER 3 What Can I do? Identifying your SKILLS and you ROLE**

**Activity 1: My Favourite Traits**

List your favourite traits: Prioritise the ones that would be most useful to **you** in your career.  
 Here's a list to get you started:

- Pleasant    Charming    Honest    Ingenious    Clever    Witty    Persistent  
 Thorough    Creative    Consistent    Rigorous    Diligent    Inclusive    Warm  
 Reserved    Numerate    Aware    Comprehensive    Organised    Wise



**My Favourite Traits** (how my work is described) - another for the Blueprint!

1	2	3	4	5

*Three ways to find your skills set.*

**Activity 2: Finding your skills set from your traits**


List a number of your traits and convert them to skills - I have given you one sample:

Trait	Skill(s) used when demonstrating this trait
Reliable	Accounting, paying, notifying etc.

**Activity 3:** (2) Finding your skills set from your life story (More detective work!

What's your record?)

Your story

<p><b>Your objective</b></p>		
<p><b>Your obstacles</b></p>		
<p><b>Your actions</b></p>	<p>What you did </p>	<p><b>Skills</b> words as featured in your story (they have to end in -ING e.g. "cooking")</p>
<p><b>Your outcome</b> (i.e. what you achieved)</p>		

**Activity 4 (3) Finding your skills set from previous jobs:**

Skills words in job descriptions	
Skills words from performance reviews	
Skills words in my tasks (on request)	

**Activity 5: Master Skills Template**

	1	2	3	4	5
<b>Skill Name</b>					
<b>Preferred Object:</b> I like using this skill with					
<b>Skills type</b> *1					
<b>Skill Level</b> How proficient are you at it?*2					
<b>Marketability</b> (e.g. "in demand" ) etc.					

\*1: PHYSICAL INFORMATIONAL INTERPERSONAL CREATIVE MANAGERIAL ADMINISTRATIVE

\*2: 1=Very good 2=OK 3=Needs Training



Enter the information about your skills and objects into the WHAT box of your Career Blueprint  
 Career Detection – Finding and Managing your Career Workbook © Brian McIvor , 2008

**Activity 6:** Asking others what other roles could be filled by somebody with your top five skills

Your top 5 skills	Possible roles
1	
2	
3	
4	
5	

**Activity 7 :**

Do some creative thinking about HOW your top skills could be combined in different ways to suggest different role and enter your favourites on your Blueprint.

Your top 5 skills	Possible roles
1	
2	
3	
4	
5	

**Activity 8:** List some specific goals you can set about enabling your career to move forward:

ACTION	DATE	DESIRED OUTCOME
1		
2		
3		

Other points:

## Chapter 4: What do I know? Identifying your FIELD

### **Activity 1:** How did you do your learning?

List the subject that you are enthusiastic about and list how you learned them. Which of these were self-taught?

Subject	How you learned it?
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

### **Activity 2:**

*(Suggestion: Use a large sheet of paper – you could be surprised how much you know!)*

SUBJECTS THAT INTEREST YOU	PROBLEMS YOU CAN SOLVE	NETWORKS/CONTACTS AVAILABLE TO YOU

**Activity 3:** Rate your four top subjects, which you are enthusiastic about – and benchmark them.

SUBJECT	YOUR LEVEL of ACCOMPLISHMENT	How did you learn best?	What further development do I need?
1			
2			
3			
4			



Enter your four favourite subjects on the Career Blueprint in the WHERE box

**Activity 4:** If I were the world expert in MY favourite subject what fields of activity would be open to me?

**SUBJECT**

**FIELDS of ACTIVITY open to me**

	1
	2
	3 etc.

**Activity 5:** Combine three areas you are interested in

Fields Combining	Types of Organisation	Reality check (how many, how accessible?)
1		
2		
3		
4		

**Activity 6:** Possible fields of activity and some possible roles.

Possible Fields of Activity	Possible Roles
1	1
2	2
3	3
4	4
5	5



*Reflect on possible FIELDS of activity and the ROLES that would suit your expertise and enter your favourites on the Career Blueprint in the WHERE? Boxes.*

**Activity 7:** List some specific goals you can set about enabling your career to move forward:

ACTION	DATE	DESIRED OUTCOME
1		
2		
3		

# Chapter 4 WHERE can I go?

## Activity 1: Finding Heaven at work

	These things turn work into HELL		These things make work HEAVEN
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

*Identify the best conditions for you. Put an asterisk (\*) in this column beside the items that are non-negotiable – if you were changing your job.*



*Select the top four and enter them in the WHERE box on the Career Blueprint.*

## Activity 2: List some specific goals you can set about enabling your career to move forward:

ACTION	DATE	DESIRED OUTCOME
1		
2		
3		

Other thoughts:

## Chapter 6 HOW committed are you?

**Activity 1:** Write the names/initials of people in your life who fit into either list:

List 1 (Victims of circumstance)	Are they successful?	List 2 (Architects of their own destiny)	Are they successful?
1		1	
2		2	
3		3	

**Getting your attitude on track.**

**Activity 2: If only...** Identify five things in your life you wish had been different:

***If only..... (I hadn't been born left-handed etc.)***

- 1
- 2
- 3
- 4
- 5

If you repeated this exercise every day for a month how do you think you would feel?

To get back on track Identify things in your life that you are truly thankful for **today**.

***I am thankful that... (I am in good health etc.)***

- 1
- 2
- 3
- 4
- 5

**Activity 3:** List three actions you will take to move your career plan today.

- 1
- 2
- 3

***To make them happen - Record them, tell somebody about them and celebrate them when they have happened.***

**Activity 4:** List three things you do not want to happen in your career:

*I do not want this to happen in my career*      *What I have to do to ensure this does not happen?*

<b>1</b>		
<b>2</b>		
<b>3</b>		

**Activity 5:** How I have overcome weakness

	<i>Areas in which I have to struggle compared to other people</i>	<i>How I have managed this</i>
<b>1</b>		
<b>2</b>		
<b>3</b>		

**Activity 6:** List some specific actions to make things happen.

ACTION	DATE	DESIRED OUTCOME
<b>1</b>		
<b>2</b>		
<b>3</b>		

Other thoughts:

## Chapter 8 The toolkit

### **Activity 1:**

*Consider writing a journal about your career and life changes over the course of the process. Be honest with yourself. Make it a warts and all account!*

*Take 10-15 minutes each day to log the following:*

- *What happened in the last 24 hours/week that I am grateful for*
- *What is really happening to me*
- *How what is happening is impacting on the people around me.*
- *What I think should happen next.*

### **START HERE!:**



### **Prioritising Grid**

To arrange your choices in order you need to prioritise key pieces of information. The following page is taken from page 106.

***Hint: Make a number of copies of this page as you will be doing this exercise a number of times.***

# The Priority Grid –Your Own Personal League Table

## Section A

Items to be prioritised

## Section B

*Make your choices*

	1																				
	2	1																			
	3	2	1																		
	4	3	2	1																	
	5	4	3	2	1																
	6	5	4	3	2	1															
	7	6	5	4	3	2	1														
	8	7	6	5	4	3	2	1													
	9	8	7	6	5	4	3	2	1												
	10	9	8	7	6	5	4	3	2	1											

## Section C

Count the rings!

	1	2	3	4	5	6	7	8	9	10
How many times did you circle this number?										
Final Ranking/Placing (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , etc)										

## Section D

My Preferences -In order

Directions

1 <sup>st</sup>	
2 <sup>nd</sup>	
3 <sup>rd</sup>	
4 <sup>th</sup>	
5 <sup>th</sup>	
6 <sup>th</sup>	
7 <sup>th</sup>	
8 <sup>th</sup>	
9 <sup>th</sup>	
10 <sup>th</sup>	

- Write the items you wish to prioritise in **Section A** – in any order
- Take items 1 and 2 and circle the one you prefer in the box in Section B which contains the numbers 1 and 2
- Take items 2 and 3 and enter your preference in the box which contains those numbers
- Proceed down the first column in **Section B** entering your choices
- When you are finished go to the next column in **Section B** entering the preferences of No 1 vs. number 3
- Complete the rest of the boxes until you are finished
- Go to **Section C**. - count the number of times No 1 was circled and enter it on the second line under the number 1 – do that for the other numbers
- The **FINAL RANKING** is determined by the number with the most rings most = 1<sup>st</sup>  
if two numbers share a ranking check their decision box to settle the tie.
- If three numbers share a ranking check your work RE write your list in Section D – in Full

## **Activity 2:** Identifying your future Scenario

**Write up a typical working day using the information from your wallchart:**

**Skills, Interests, Working Conditions and Career Drivers. Articulate your vision as clearly as possible.**

**Start the story from the moment you wake; describe what you can see, hear and feel.**

**Fill in the rest (about 300-500 words at least are needed)**

--

Work through the narrative until you get to the end of the day. What is your last thought at the end of the day?

**You may need to do this exercise several times to reinforce and develop your vision!**

**Activity 3:** List some specific actions to make things happen.

<b>ACTION</b>	<b>DATE</b>	<b>DESIRED OUTCOME</b>
1		
2		
3		

## **Chapter 9** When things do not go to plan

**Activity 1:** *If I change my career what impact will this have on others in my life?*

Identify a number of significant other people in your life and the possible impact your change of career might have on them. What actions would be needed get them on-side?

How will this affect your thinking?

**EXAMPLE:**

<b>PERSON</b>	<b>IMPACT</b>	<b>ACTIONS</b>
---------------	---------------	----------------

<i>Example: Partner</i>	<i>Income may be affected; lifestyle will change. Social status may affected. May trigger fears regarding own security.</i>	<i>Support, listen to concern, consult and negotiate.</i>


## Activity 2: WHAT'S HOLDING YOU BACK?

This exercise is a tough one – to cut through the excuses that we make for ourselves and to ask the hard questions.

	<i>What's your issue?</i>	<i>What your supported would say:</i>	<i>What your tough career coach might say:</i>
<b>1</b>		1. 2. 3.	1. 2. 3.
<b>2</b>		1. 2. 3.	1. 2. 3.

**Activity 3: List some specific actions to make things happen.**

<b>ACTION</b>	<b>DATE</b>	<b>DESIRED OUTCOME</b>
<b>1</b>		
<b>2</b>		
<b>3</b>		

	<b>YOUR CAREER BLUEPRINT</b>	<b>Chapter 10</b> <b>MY CAREER = MY chosen ROLE(s) and FIELD(s)</b>	
	Enter into the boxes all the results of the featured activities in the Chapters as numbered here.		
<b>1 WHY?</b> <b>Chapter 1</b> Your best definition of <b>SUCCESS</b>	<b>Outcomes, Rewards, Values, Drivers, Life style, What you do for fun.</b>		

<b>2 WHAT?</b> Chapter 3 List here: Your transferable <b>SKILLS</b> Their <b>OBJECTS</b> (what you use the skills with) and favourite <b>TRAITS</b>	<b>FAVOURITE SKILLS</b>		<b>OBJECTS</b>	<b>TRAITS</b>
	1	1	1	
	2	2	2	
	3	3	3	
	4	4	4	
	5	5	5	
<b>3 WHERE?</b> Chapters 4/5 List Here: Favourite <b>SUBJECTS</b> Possible <b>ROLES</b> Possible <b>FIELDS</b> of activity	<b>Favourite SUBJECTS</b>	<b>Possible ROLES</b>	<b>Possible FIELDS of ACTIVITY</b>	
	1	1	1	
	2	2	2	
	3	3	3	
	4	4	4	
	5	5	5	
Ideal working conditions for me				
<b>4 HOW ?</b> Chapter 6 Describe here your: Attitude Behaviour Level of Commitment	Attitude: Behaviour: <i>Level of Commitment:</i>			
<b>5 WHO ?</b> Chapter 7 List here key people in your life: Your networks Contacts Supports Dependants People you support	<b>NAME</b>		<b>ROLE</b>	
<b>6 WHEN?</b> Chapter 10 List Here: Your goals Action plans Time lines Commitments	<b>Short-Term GOALS</b>		<b>Long-Term GOALS</b>	
	1	1	1	
	2	2	2	
	3	3	3	
	4	4	4	