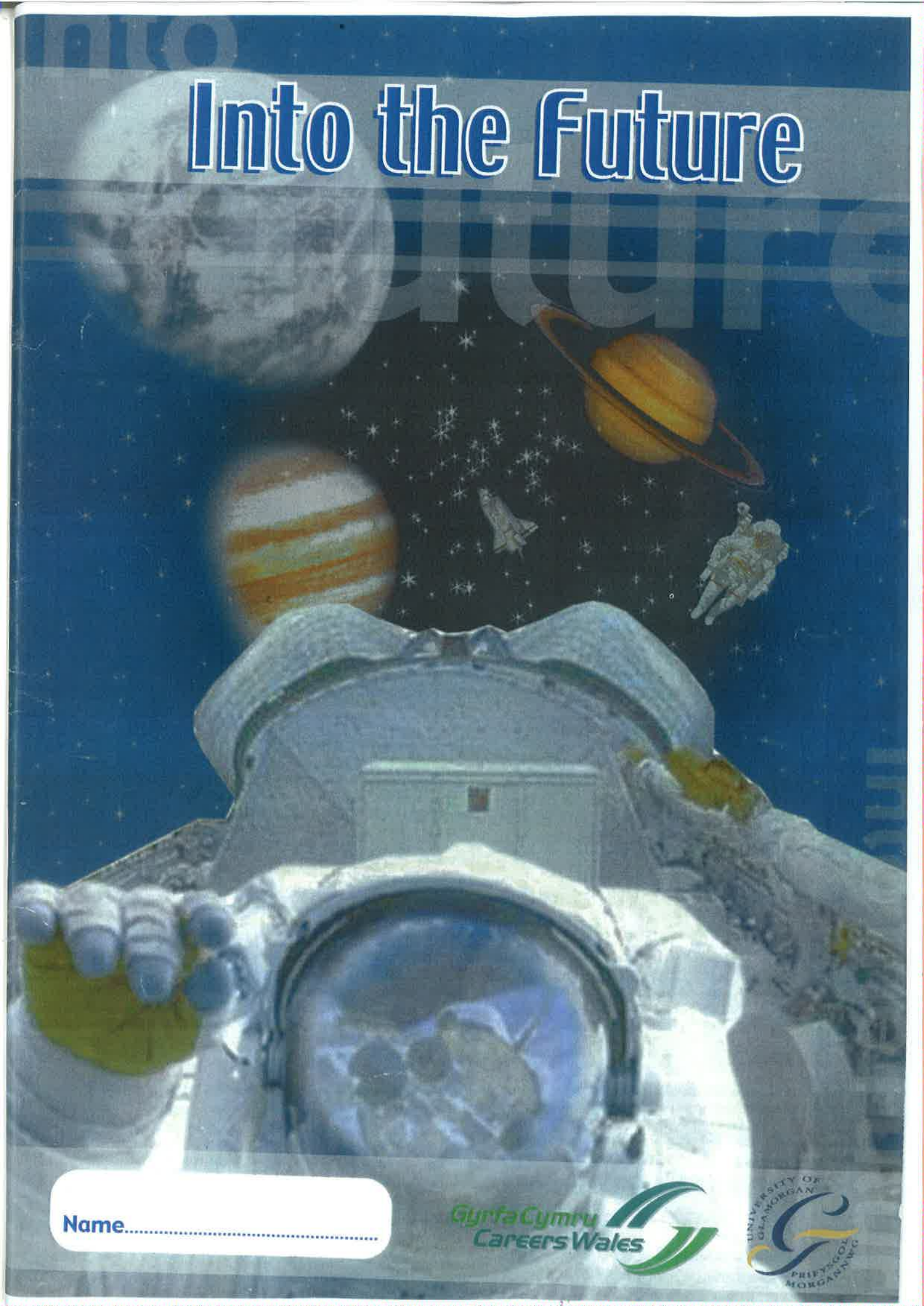


Into the Future



Name.....

Gyrfa Cymru
Careers Wales



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Please Note:



Welsh Flag symbols in the text denote labour market information that is applicable to the Welsh economy



Union Jack Flag symbols in the text denote labour market information that is applicable to the national UK economy.

Reviewing your Progress...

Planning your next step after sixth form or college is really all about finding out how to get from A to B. A is where you are at the moment and B is the point you would like to get to.

So its important to STOP & THINK about yourself and your circumstances at present. Then, you can work out where to move on to and plan out exactly how you are going to get there.

My Starting Point : Where am I Now?

In order to make any realistic decision about your future you need to:

1. Know yourself
2. Know what opportunities are out there - (locally, in Wales and nationally!)
3. Be able to match yourself realistically to the best of the opportunities available.

This workbook will help you to look at yourself in a more logical and systematic way and will help you research what opportunities are out there for you.

This workbook is in three parts.

Part One (Knowing Yourself):

This looks at who you are and what you want. Not only will this help you in deciding what you want to do but it will also help you later on when you come to presenting yourself to higher education Course Admissions Tutors and Employers.

Part Two (Knowing What's Out There):

This covers what opportunities are out there plus how and where to access these. It also takes you through a matching process, which will enable you to match yourself systematically and realistically to courses or jobs.

Part Three (Knowing How to Implement your Options) :

This looks at implementing your choices by giving you practice of writing C.V.s, Application Forms and Interviews.

Knowing Yourself!

Starting to Make Choices

Knowing what career you want will help you plan the next part of your education or training properly.

It's important that you get the next part of your education right and take the right sorts of qualifications, so that you can become trained and eligible to do your ideal job. If employment is for you it is important to get the right sort of experience early on, so that you eventually end up in your ideal job.

But HOW do you know what your ideal job is?

It's easy if you know how!

WORK BACKWARDS!

The Backwards Theory of Making Choices

- ✎ Decide what career or job you would eventually like to do.
- ✎ Find out what qualifications and training this job or career needs.
- ✎ Look for courses or training which will result in these qualifications.
- ✎ Enroll, study & succeed at these qualifications.

But there is a problem here!

How do you actually decide what career or job you want to do in the first place?

...By using the logical, systematic process outlined below. This will enable you to think for yourself, choose and plan your own career.



Starting to Plan your Career

Career planning revolves around the idea that everyone needs and wants job satisfaction. Contrary to popular belief, job satisfaction is not a mystical quality that just happens - job satisfaction can be planned for and achieved.

Job satisfaction is achieved by using skills you enjoy using in your work, utilising those skills in a field or area that interests you and for reasons that matter to you!

Consequently, this course will involve you completing questionnaires and inventories which will make you think about yourself and the primary factors that comprise job satisfaction for you:

- **Your Skills & Aptitudes**
- **Your Interests**
- **Your Reasons for Working**
- **Your Confidence**
- **Your Goals**

At the end of all this thinking about yourself you should have a list of criteria that defines job satisfaction for you.



This may seem to be a lot of thinking, BUT, the more time and effort you put into planning your career now, the more likely you are to obtain lasting job satisfaction.

Why is knowing your skills important?

Job Satisfaction and Skills

It is important to have an accurate picture of your skills because this knowledge can help your decision-making in life; it helps you identify what jobs you will be good at and what jobs you will enjoy. Ultimately this should result in job satisfaction.

Now try the next exercise- it is a tool to help you think about and catalogue your skills in a comprehensive and realistic way. It is not meant to put you in a pigeon hole. It is designed to get YOU thinking about YOUR skills. This will help you match your abilities and skills more thoroughly to the opportunities that are available to you. It is the first and most vital element defining what job satisfaction means to you.

Your Skills

Exercise 1.1

(adapted with permission from "Springboard" by Liz Willis & Jenny Daisley)

On the next pages are lists of skills. You are asked to rate yourself against these skills, using the ratings below and filling in the boxes

Additional boxes at the end of each category of skills are provided for you to add any other skills that you want to, such as technical skills that are specific to your life circumstances or work.

Rate yourself 1-5 as follows:

- 5 - Extremely good at this
- 4 - Good at this
- 3 - OK at this
- 2 - Not too good at this
- 1 - Terrible at this



PLANNING SKILLS ARE ABOUT THE FUTURE

Having good planning skills minimises risks and gives a structure to whatever you want to make happen. They enable you to consider possibilities and make decisions. They use your creative and practical qualities. Add your own ideas to the end of the list.

- Gathering Information
- Using my Imagination
- Visualising what might happen
- Diagnosing
- Categorising
- Predicting accurately
- Estimating
- Budgeting
- Setting Objectives
- Anticipating
- Making Decisions
- Exploring and Expanding Ideas
- Assessing
- Interpreting Information
-
-

KEEP GOING SKILLS

Keeping-going skills enable you to sustain action, and also enable you to enjoy things.

- Knowing when to Stop
- Helping
- Knowing when to keep going
- Using your intuition
- Encouraging yourself
- Having Fun
- Encouraging Others
- Speeding Up
- Laughing
- Slowing Down
- Creating - Words, Music, etc.
- Changing plans
- Listening
- Finishing things
- Counselling
- Attending to Detail
- Coaching
-
-

DOING SKILLS

Doing Skills are about the present.

Having made the plan, doing skills enable you to carry it out. They fall into three categories - doing things in relation to yourself, other people and things. Doing skills enable you to get things started and moving.

- Using Physical Strength
- Using co-ordination
- Taking Risks
- Motivating Others
- Understanding Instructions
- Persuading Others
- Giving Instructions
- Initialising
- Following Instructions
- Enthusing
- Attending to detail
- Reading
- Proritising
- Writing
- Using Time Well
- Speaking
- Negotiating
- Calculating
- Expressing Feelings
- Observing
- Pacing
- Using Visual Awareness
- Seeing Steps to be taken
- Operating Machinery
- Organising Resources
- Add relevant technical skills here:
-
-

EVALUATING SKILLS

Evaluating skills are about getting the best from the past. They enable you to learn, make decisions and make better plans next time.

- Assessing
- Seeing the bigger picture
- Measuring results
- Drawing conclusions
- Comparing Results
- Reviewing
- Observing
- Adapting
- Letting go
- Decision Making
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YOUR SKILLS WITH PEOPLE

How successful you are in work depends on many factors, your talents, energy levels and suitability for the job you are doing. Your success in the organisation you are working for however will depend to a large extent on how you interact with the people in that organisation. Knowing what skills you have for dealing with people can help you adapt and fit better into your particular work place.

- Communicating clearly in speech
- Sensitivity & Understanding people
- Being tactful and diplomatic
- Writing Clearly & concisely
- Leading people
- Organising teams
- Expressing feelings appropriately
- Conveying warmth and caring
- Persuading
- Negotiating
- Motivating people
- Drawing people out
- Listening
- Asking questions appropriately
- Teaching
- Being patient
- Keeping calm
- Being confident
- Being self-motivated
- Being part of a team
- Being co-operative
- Being flexible
- Being adaptable

Summarise your skills here. Note down here all the skills you have awarded yourself at scores of 4 and above.

(Feel free to use additional sheets of paper... if you need more room)

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Select ten of these skills that are particular strengths of yours. Note them here.

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4.

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7.

8.

9.

10.

Compare your skills with the following list of skills employers have identified they want from workers:

The reports "Graduates' Work" 1996 and the "Future Skills Wales" Survey 2000 identified that the skills employers want are:

- * Analytical Skills * Problem Solving abilities * Flexibility * Adaptability *
- * Team working skills * Leadership *
- * Communication skills: Oral/written & presentation * Persuasive *
- * Self motivated * Confident *
- * Self disciplined * Initiative *
- * Developing ideas *
- * Responsible * Reliable *

Have you any gaps?

Match your top 10 skills that you identified above with the list of skills that employers want - are you short of some of the skills preferred?

Looking at the employers' skill list, identify what skills you need to work on and develop.

Use this box to note the skills you need to work on.

NOTES...

What are your interests?

Knowing what interests you is the next vital element in the choice process and in building up your definition of job satisfaction. Identifying your skills tells you what actual jobs you are able to do and your interests will tell you where, in what field or industry, you should look for work. So knowing what interests you is important when making choices about your next step.

Most of us would like an "interesting" job. Interests are of course, very personal, and two people may be interested in the same activity for quite different reasons. One rugby player may be interested in the team spirit and community part of being in a team, utilising their fitness and strength, whilst another might enjoy the competitive nature of the event or the social side of being part of a club.

Another way of identifying some of your interests is to use this simple visualisation technique:

Picture It!

Imagine you have a job, partner, home, all the basics in life that you need. You have just been given a small pay rise in work so you can afford to buy yourself some luxuries what would you do with your extra money ?

Spend It on goods ?

- hi fi equipment
- clothes
- food
- car
- drink



Spend It on leisure ?

- go to the cinema more often.
- join a gym/health club.
- enroll on a course you've always wanted to do.
- book a holiday.

Save It and...?

- buy shares.
- go on your dream holiday.
- invest in your career, saving up to re-train.
- invest the money to accumulate the capital you need to set up your own business.

Give the money away...?

- buy friends and family presents
- give to charities & good causes

List your own ideas here:

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Exercise 1.2

What do you mean by interesting ?

Think of three activities that you have enjoyed, from your education, leisure or through your home life.

- 1.
- 2.
- 3.

What interested you ? Was it - ?

- Mental stimulation
- The fact that you were using your talents and abilities
- A sense of achievement or purpose
- Excitement
- Being useful or needed

List your other reasons here:

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Now look at your interests. Summarise and prioritise the five interests which are most important to you.

1.
2.
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4.
5.

For most people a job which revolves around their interests is far more rewarding than one which has no interest for them. For instance, it is easier for a sales person who is interested in music and Hi-Fi equipment to sell these types of products than to sell washing powder. The genuine enthusiasm for the Hi-Fi products will come across as will the lack of inspiration for the washing powder.

The other plus side to working with your interests is that your job may entitle you to "perks" that you will enjoy. For instance, a person who loves quality clothes and who became an assistant manager for a reputable clothes retailer, would enjoy the generous staff discounts on the clothes they sold. Similarly, people who work for the large tour operators enjoy generous staff discounts on the holidays they sell.

Now, look at your main interests again. Do these lead to any career ideas? Would discounts or increased availability of any of your interests be exciting or rewarding for you?

- if so then this could be an area where you should look for work.

Write down any career ideas which are suggested by your interests:

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your Values and Motivations . . ?

Identifying your values and motivations is the next step in the choice process. These will help you build up a clearer picture of what job satisfaction means to you. Knowing your values and motivations tells you what you want to do, don't want to do, are likely to enjoy doing or feel strongly about. All your decisions - big or small, careers or in life generally are based on what is important to you or on what you value. So, knowing what you value is important when making choices about your next step and should have a direct impact on your career/job choice.

At work, values and motivations give a sense of purpose and worth to your efforts. Work that you do not value becomes meaningless or pointless and can result in feelings of resentment or even hostility. When you value something and are motivated towards it, then you are more likely to:

- **Be willing to give effort, time or money to further its progress.**
- **View it as important.**
- **Have pride in being associated with it.**

It is necessary to discover what motivates you with regard to work so you can take this into account when you begin to make your career plans. It may sound difficult to identify what you value or to find out what motivates you, but you can find out quite easily by asking yourself two simple questions:

1. **What is important to me?**
2. **What would make me get out of bed on a wet Monday morning?**

The exercise on the following page will give you some prompts to make you think about the issues you value and what may be important to you in the work situation.

If there are issues that are important to you that are not on this list then add them in at the bottom as suggestions of your own.



What will motivate me in work?

Exercise 1.3

(This material has been significantly adapted from the AGCAS publication, Where next - Sharpening the Image, 1992 and all AGCAS material is protected by copyright of the Careers Services Trust)

Look through the list below. Rate the items according to their importance to you:

- 4 Very Important 3 Important
- 2 Quite Important 1 Not Important

Indicate whether this importance is positive (+) or negative (-) i.e. whether it is important for you to have that value fulfilled in your work or if you want to avoid it.

RATING

+ -

1 2 3 4 5

- **Autonomy**
making your own decisions, independence of action.
- **Service and Social Interaction**
helping or caring for others.
- **Authority**
having influence or powers over others.
- **Variety**
change and diversity in tasks, places, people.
- **Rewards**
high salary, expensive possessions/property.
- **Advancement**
promotion, career progression, upward mobility.
- **Abilities**
using your talents, developing skills.
- **Prestige**
being important, your achievements recognised.
- **Aesthetics/Creativity**
enjoying making, adding to artistic things.
- **Intellect**
studying, learning, thinking exploring ideas.
- **Risk taking**
taking chances, making speculative decisions.

Add some of your own!

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What motivates you ?

Some people are natural visionaries. They often see things in their heads and can actually describe this picture to others. It is their vision which inspires them to put energy in to doing what ever it is they choose to do. It is this vision that motivates them. However you do not have to have a vision in life to be motivated towards something. Some people's motivations are practical or financial. Which one of these are you ?

Do you know what your motivations are?

• Materialistic motivations?

- ★ Money ★ Power ★ Status ★ Travel ★
- ★ Posh Hi Fi Equipment ★ Flash Cars ★
- ★ Latest Computers ★



Add your own motivations here:

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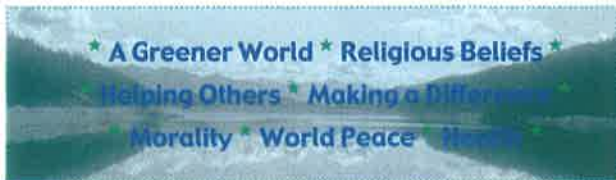
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Ethical Motivations ?



Add your own motivations here:

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Practical Motivations ?

- Enjoy solving problems
- Enjoy working with objects and things
- Enjoy working with people
- Enjoy being creative in a practical way

Add your own motivations here:

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Are any of your values & motivations strong enough to suggest a career goal or direction?

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Your Work Style . . .

I Did It My Way . . .

We all have our own preferred ways of doing things, our natural work style. Knowing what style of worker you are can help you make better more realistic career decisions. It is far more satisfying to work in a job where your typical/preferred way of operating is exactly what that job needs.

Did you know that your natural style of doing things in life is closely linked to how you understand and learn anything?

So by identifying your typical learning style you can find out what style of worker you are.

Think about what you do when you have to learn something new. You probably approach the task in a similar fashion each time. Eventually you develop a pattern of behaviour or set of habits that psychologist David Kolb (who has written extensively on the subject) calls a learning style.



Exercise 1.4

(adapted from Kolb, McCarthy and Honey & Mumford.)

Find out your typical learning and work style.

1. Look at the statements below. Assess each statement in relation to how much it is like you. You have 10 points to allocate to the

statements in each row. Award the points according to the list below:

4 points - Sounds mostly like me!

3 points - Sounds a bit like me!

2 points - Not much like me!

1 point - Not me at all!

Statement	A	B	C	D
1	Actions speak louder than words	Consider all alternatives before acting	Problems are solved by a step by step approach	A good idea is one that works - a great idea is useful
2	New ideas excite me & spur me into action	I like to analyse & break things down into parts	I am attracted to new, unusual ideas rather than practical ones	I like to reach a decision by looking at all sides of the issue
3	I like to watch	I like to break things down into parts to see how they were put together	I am open to new experiences	I like to get things done
4	I accept people & situations the way they are	I like to be aware of what is around me	I like to evaluate	I like to take risks
5	I am hardworking & get things done	I have a lot of questions	I am logical	I have gut feelings & hunches
6	I like concrete things I can see, feel, touch & smell	I like to achieve my goals	I like to observe	I like ideas & theories
7	I live for the present & in the moment	I like to consider & reflect on things	I tend to think about the future	I like to see the results of my work
8	I have to try things out myself	I rely on my own ideas	I rely on my own observations	I rely on my feelings & intuition
9	I prefer my own company to being in groups of people	I get on best with energetic, spontaneous people	I like people who can reason things out & act rationally	I enjoy working as part of a team



2. Make a note in the scores column of how you allocated the points.

3. The inventory is self scored using the columns below.

Scores			
A <input type="text"/>	B <input type="text"/>	C <input type="text"/>	D <input type="text"/>
A <input type="text"/>	B <input type="text"/>	C <input type="text"/>	D <input type="text"/>
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A <input type="text"/>	B <input type="text"/>	C <input type="text"/>	D <input type="text"/>
A <input type="text"/>	B <input type="text"/>	C <input type="text"/>	D <input type="text"/>

Score your answers in the columns below, adding up the total for each column. The column with the highest score is your preferred learning and work style.

The Slayer	The Watcher	The Thinker	The Relater
Convert your scores onto this chart			
1A <input type="text"/>	1B <input type="text"/>	1C <input type="text"/>	2A <input type="text"/>
2C <input type="text"/>	2D <input type="text"/>	2B <input type="text"/>	3C <input type="text"/>
3D <input type="text"/>	3A <input type="text"/>	3B <input type="text"/>	4A <input type="text"/>
4D <input type="text"/>	4B <input type="text"/>	4C <input type="text"/>	5D <input type="text"/>
6B <input type="text"/>	5B <input type="text"/>	5C <input type="text"/>	6A <input type="text"/>
7D <input type="text"/>	6C <input type="text"/>	6D <input type="text"/>	7A <input type="text"/>
8A <input type="text"/>	7B <input type="text"/>	8B <input type="text"/>	8D <input type="text"/>
9B <input type="text"/>	8C <input type="text"/>	9C <input type="text"/>	9D <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If two or more of your columns scores are close together then it means that your learning style is a healthy mix between the two. If all your scores in each column are similar or close together then it means that you really are a successful learner as you can adapt your style of doing things to whatever the situation demands!



Now look at the descriptions below to see what your learning and work style means:

The Relater

You tend to rely on intuition rather than on logic. You work well in unstructured, chaotic situations and dislike being put in a straight-jacket by systems or procedures. You are sensitive to others and work well in teams and groups. You would rather learn from real life situations and experiences than from books. You are interested in people and are an instinctive judge of character. You talk openly about your feelings and often let your gut reactions determine your actions. This work style is artistic and creative as opposed to scientific.

Jobs that suit people with a RELATER workstyle.

Media careers - presenters, floor managers, directors, producers.

Acting & theatre - stage management

Caring careers - social work, counselling, advisory work.

Crafts and artisan careers - pottery, ceramics, community art, print making, interior decorating and design.

The Watcher

You like to look at things from many points of view. You observe carefully before making a judgement. You would rather watch than take action. You like to gather information and create many categories for things. You like using your imagination in problem solving. You are a good judge of character and prefer to be on the outside of a group than in the thick of it. This work style prefers thinking and reflecting to action.

Jobs that suit people with a WATCHER workstyle:

Researchers - librarians, social scientists,

Administrators - policy makers, environmentalists, charity fund raisers, diplomats.

Artists - fine arts, painters, sculptors.

The Slayer

You like solving problems and finding practical solutions. For you, the only ideas worth having are the useful ones that work. You get things done and thrive on achieving goals and targets. You are a risk taker and prefer to influence people and events through action. You are persuasive and often find yourself leading the team. You are always in the thick of the action, usually it is you who started the action in the first place. This work style focuses on action and a concern with what works as opposed to what is absolute truth.

Jobs that suit people with a SLAYER workstyle:

Communication Industries - marketing, advertising, public relations, event and conference management

Engineering - civil, mechanical, electrical management

Sales - buyer

Finance - stock broker, purchaser

The Thinker

You are concise and logical. Abstract ideas and concepts are more important to you than people issues. Practicality is less important to you than a good logical explanation. You enjoy having a system, method or procedure to work with and dislike unstructured, uncontrolled situations. You like to have a plan and to be thoroughly prepared for all eventualities. You shy away from social and interpersonal issues and prefer technical tasks. This work style focuses on logic and a scientific as opposed to an artistic approach.

Jobs that suit people with a THINKER workstyle:

Scientist - research and development

Finance - accountant, quantity surveyor

Computing - programmer/analyst, statistician

Market Research - analyst



Pulling it all together I

Knowing yourself better . . .

Now you have completed some self assessment tasks, it is time to start trying to draw all this thinking together by building up your answers into a picture of you. Have a go at summarising your thinking so far !

Exercise 1.5

Using the boxes below, fill in answers to the following questions:

The skills I enjoy using are ...

I am interested in the following topics ...

The things in life that I value are ...

I am motivated by ...

My typical work style is . . .

Relater

Watcher

Slayer

Thinker

You should now have a detailed and comprehensive picture of who you are and what you want out of life, work, the universe and everything.

You are now ready to go on to the next step - finding out what opportunities are available to you.

Do move on to Part Two of this programme .

