

MY CAREER NOW!

Self Discovery Workbooks

Workbook I

My Job/ Career Development

Welcome to the MCN Career Development Workbook!

Most of us would never consider getting into the car and driving to our holiday destination without first spending some time planning where we're going, how long you'll be there, the items you need to pack, and the route you will take to get there. In fact, if you're planning an overseas trip many of us would buy a guidebook and research it thoroughly before planning and travelling overseas.

The reality is that many of us spend more time researching and planning which television or holiday we will next purchase than we do on researching and planning our career prospects. Given that we spend 40 hours a week in full-time employment, it only makes sense to spend a reasonable amount of time on planning what you're going to do for work and where you're going to do it.

This workbook is intended to help you work through the key stages of planning your future. Those that get the most out of this workbook will have completed all the activities and exercises. They will have thought a great deal about themselves, job possibilities and their future. Only you can choose the best career that suits your needs. Taking full responsibility for the research, planning and decisions you make is the only way forward....You Can Do It!

We wish you all the success in the next stage of you job search and career!!

From All The Team at PsyHealth Media and Ardjuna Research!

Modules Covered in the MCN WorkBook:

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MY CAREER NOW

Module 1

Who am I: Know myself

**Career success
and
job satisfaction
equals
person–job fit**

SOME MYTHS AND SELF-LIMITING BELIEFS

Examine the myths mentioned below and determine if any of these have played a role in your job search in the past.

The job that I do must be 100% interesting

Let's face it, all jobs have their interesting aspects, just the same as all jobs have their disadvantages and negative aspects. Choosing a job becomes a compromise where we try to maximise the interesting aspects while minimising the negative aspects.

The job I do must be good job

What is a good job? Is it a job with prestige or is it a job that has a humanitarian component in helping others? Can you define what a good job is? If you can't define what a good job is then you'll never be able to select any job because it does not meet the criteria of "good".

I should not settle for second best when it comes to choosing a job

Are you the type of person that keeps on delaying applying for jobs or committing to a job because you believe that there is always going to be a better one available tomorrow or the next day or the next week? In essence, your actions indicate that you believe it is better to be unemployed than to take a job that is not your first choice.

The next job that I choose is absolutely critical to my future career

We can believe that if we don't select the "right" job to start with our future career will never eventuate. We believe this because we think that once we are employed we will never have the time to search for other more appealing jobs. Did you know that the average person will change jobs four or five times in a lifetime.

Somewhere out there is the perfect job for me

Perhaps there is, but there are also likely to be many jobs you'll get great enjoyment out of. This becomes a problem when we procrastinate and refuse to act while we wait for that "perfect" job to come along.

The job I choose is a reflection of me as a person

Sometimes we can be reluctant to commit to a job that we believe is "below us". While the money and the conditions may be good, we can become more concerned about what others will think of us. If you believe that what you do for a living is what you are as a person, you will restrict the number of jobs that you will consider suitable. If you believe that what you do for a living is to gain an income to allow you to do things you enjoy as a person (outside of work), you're likely to open up more job opportunities.

A TIME TO DREAM

There can be great benefit by taking a moment to daydream. Consider a future where you have all the skills, training and abilities to do any job you wanted. What jobs which you choose? If you still having difficulties thinking about specific jobs consider the following questions.

Would I rather be working on my own or in a team?

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What sort of people would I like to work with?

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What industry would like to work in?

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Would I prefer to be indoors or outdoors?

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What sort of tasks would the day-to-day work involve?

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WHAT TYPE OF PERSON AM I?

The first step in working towards career success and job satisfaction is gaining an understanding of your own interests, skills and preferences. Taking the time to understand yourself and what you have to offer an employer means that you are in a better position to match yourself to the available opportunities.

The more time you spend on these workbook activities, the clearer your own interests and skills become. We will be spending some time during the course completing these activities, however, by spending more time at home re-examining the activities you have completed during the course, you will gain a better understanding of yourself. I also encourage you to use friends, relatives and family members as another source of information for your activities. They are likely to see you from a different point of view which may be useful in truly understanding your skills, interests and preferences.

WHAT ARE MY WORK RELATED PERSONALITY INTERESTS?

Our personality influences the way we approach and deal with things in our life on a day-to-day basis. Each one of us is slightly different and it is our personality that sets us apart as an individual. From a work perspective, our personality impacts greatly on the way that we relate to people.

Take a moment to think about the words that you would use to describe yourself. Also consider the way your friends or relatives would describe you to others.

Jot some of those ideas down in the box below. Also jot down why you would describe yourself this way using an example.

Hint: use the words in the box below if you get stuck.

adaptable	confident	determined	informing	outgoing	servicing
adventurous	conforming	energetic	inspiring	persuasive	sceptical
ambitious	conscientious	expressive	intellectual	practical	structured
analytical	conservative	focused	intuitive	relaxed	sympathetic
assertive	consistent	frank	mechanical	reserved	tactful
careful	co-operative	helping	methodical	resilient	teaching
cautious	counselling	impetuous	meticulous	risk taking	thoughtful
cheerful	creative	impulsive	objective	rugged	
competitive	decisive	independent	original	scholarly	
complicated	dependable	influential	organised	self controlled	

Characteristic	Work Situation
eg. Organised	Before going on a camping trip I planned where we would go, arranged for fees to be paid, created a packing list, decided who was bringing what equipment etc.
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Formal Work Related Personality Style & Occupational Interests Assessment

Take 10 minutes to complete the My Career Now questionnaire. You will receive feedback on your profile at the next session and you can compare this to your current perceptions of your personality style.

**WHAT ARE MY WORK RELATED PERSONALITY INTERESTS?
(My Career Now)**

Your interests reflect your preference for doing some activities instead of others and can help you choose an appropriate career. Simply complete the My Career Now assessment, once complete further information on your interest areas will be provided.

WHAT ARE MY SKILLS?

Skills are qualities and abilities that we develop throughout our lifetime which enable us to cope with aspects of our life. We develop the skills through study, courses, work, and sport. Skills are things that we can learn. When we are asked about our skills most of us are too modest to create a long list. In fact we very rarely consider all of the skills that we have gained during the course of our lifetime. I can guarantee that most of you will underestimate the number of skills that you have.

We also have a tendency to think of skills in very narrow terms, such as using a cash register, writing reports, or teaching others.

To assist you in considering some qualities that you have developed complete the next exercise titled "What am I good at?"

What am I good at?

Look at each of the descriptions below and tick the ones that you consider "Very Much Like Me".

Description	Very Much Like Me
I like to spend time on things until I get it perfect	
I like to find new ways to see the world	
I am always busy with things	
I like to understand and work with the human body	
I never leave things to the last-minute	
I find it easy to write reports and essays	
I am good at planning a task before I start	
I like to perform in front of other people	
I like working with maths or formulae	
I make friends easily	
If I say I'm going to do something I will do it	
I like to work to my own priorities and interests	
I always know where I have put things	
I want to be successful in whatever I do	
I am a good listener	
I like to take the lead in situations	
I like to take responsibility for getting things done	
I usually consider the impact on others when I make decisions	
I like to mix chemicals or compounds	
People usually ask for my ideas to solve problems	
It is important for me to do things well	
Others usually give up on things before I do	
I like to pay careful attention to details	
I usually find new ways to solve problems	
I learn new things quickly	
I like to break down tasks step-by-step	
I work well with no supervision	

I like to express my artistic side	
I am not afraid to say what I think	
When I make a decision, I stick to it	
I like to do lots of tasks at the same time	
When there are lots of options I find it easy to choose one	
I like to work with my hands (e.g., electrician)	
I always get things done on time	
I like to care for infants and young children	
I can defend my opinion with anyone	
I like to be in charge of the day to day running of a business or office	
I can be very persuasive with people	
I like to do things that I have never done before	
I am comfortable speaking in front of the group	
I like to fix things	
Others consider me to be reliable	
I am able to give good presentations	
I have a methodical approach to my work	
I like to get the minor details right	
I like to keep things neat and tidy	
I like to work under time pressures	
I can resolve arguments between people	
I rarely get into arguments with people	
I like to ensure that customer's needs are met	
I don't need pushing to complete the work I have to do	
I usually start things before being asked to	
I like being outdoors	
I like to keep facilities and buildings in working order	
I can use a computer	
People tend to tell me about their problems	

Now look back over the statements you have ticked and identify what skills they indicate. Make a note of them in Box 1 below.

In Box 2, identify and list those skills that you might need to develop further. There is a prompt sheet of hints below if you are stuck! Are there any that you think you should work on developing? How could you do that?

Hints- Skills & qualities that you may want to develop...

Adaptability	Flair	Intelligence
Ambition	Flexibility	Inventiveness
Analysis	Following instructions	Judgment
Assertiveness	Gathering information	Leading
Attention to detail	Giving advice	Problem solving
Autonomy	Good humour	Promoting change
Co-operation	Imagination	Recording information
Common sense	Impartiality	Researching
Confidence	Implementing decisions	Resilience
Consistency	Improvising	Responsibility
Conveying warmth	Independence	Seeing tasks through
Coping with pressure	Influence	Self starter
Counselling	Initiative	Sensitivity
Creativity	Insight	Setting objectives
Debating skills	Mediating	Strategic perspective
Decisiveness	Meeting deadlines	Supervising
Delegating	Memory	Tact
Designing	Motivation	Taking risks
Developing rapport	Negotiating skills	Teaching/training
Directing others	Observation	Team work
Discretion	Offering support	Tolerance
Drive	Oral communication	Understanding
Dynamism	Organising information	Versatility
Empathy	Organising people	Written communication
Energy	Persistence	Presenting information
Enthusiasm	Persuasiveness	Prioritising
Entrepreneurial	Planning	Financial acumen
Evaluating	Predicting	
Exercising authority	Listening	

Transferable skills inventory

You have probably come across the term 'transferable skills' already. These are the more general skills that you have learned in one situation but which can be equally valuable in another. For example, if you have worked with computers in an administrative role you properly have an understanding on how to navigate your way around a computer, how to use Microsoft software, how to print, and how to store files. These skills can be transferred to any future job where you would work in an administrative role. In many ways, these general skills are the most important because they provide you with skills that can be used in many different occupations.

Read the following skills and tick the ones that you think you have (even at the very basic level) and give an example of how you have used that skill.

Skill	Tick	Example of use
Analysing information		Assessing what materials are relevant for a report
Comparing data or information		
Copying information		
Compiling or organising information		
Synthesizing information data into reports /presentations		
Project management		
Driving/operating		
Handling equipment		
Following instructions		
Mentoring		
Lateral thinking		
Questioning		
Explaining		
Presenting		
Listening		
Persuading		
Co-operating		

Advising		
Confronting		
Negotiating		
Instructing		
Writing		
Calculating		
Investigating		
Analysing		
Evaluating		
Diagnosing		
Decision making		

How would your friends rate you? Have you undervalued your skills?

Life activities and skills

Think of some of the major roles you play in your life and list them below. Some examples are included to get you going.

<ul style="list-style-type: none"> ▪ Student ▪ Association member 	<ul style="list-style-type: none"> ▪ Team member ▪ Sales assistant
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Take one activity at a time and list all the tasks involved in the left hand column of the box below. The aim is to break the activity down into as much detail as you can. When you have broken the activity down you can then identify what skills you have

developed.

Activity: Sales assistant

Tasks	Skills
<ul style="list-style-type: none"> ▪ Serving customers ▪ Using the cash register ▪ Providing product knowledge ▪ Greeting and establishing rapport 	<ul style="list-style-type: none"> ▪ One-on-one liaison with customers to serve their needs

Now try this out with one of your own activities. Repeat this exercise with as many activities as you can.

Tasks	Skills
<p>My activities are:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>The skills that I use are:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
Tasks	Skills
<p>My activities are:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>The skills that I use are:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

MY OCCUPATIONAL INTERESTS

(My Career Now)

You will need a copy of your My Career Now report. This is where you develop an understanding of what your summary means.

Occupational Interests Style

Based on Holland's pioneering work into occupational interests, there are six dimensions which are used to provide a structure to help you think about tasks / jobs that may be suitable for your future career and / or immediate job needs. You are likely to have more than one primary area of interest and some areas will be of more interest to you than others.

Artistic

People scoring high on this dimension prefer to use their imagination and expression to create vision and a creative product. Such people tend to be described as unsystematised, expressive or creative activities that involve emotionally expressive unconventional interactions with others. They value innovative and aesthetic qualities, unconventional ideas, originality and imagination. Others may describe them as imaginative, original, intuitive, independent, passionate, unconventional and idealistic.

Jobs suited to people scoring high on this dimension: Actor, Fashion Designer, Author, Film & Video Graphics Designer, Dancer, Photographer, Musician, Journalist, Special Effects Person, Graphics Designer, Interior Architect/Decorator, Singer, Artist, and Entertainer.

Conventional

People scoring high on this dimension prefer activities that involve explicit, ordered systematic manipulation of data to meet predictable organisational demands or specific standards. Such people tend to prefer systematic or structured activities and prescribed plans. Their strengths are information accuracy, conservation and business achievement. They maybe described as conforming, practical, careful, thrifty, efficient, orderly, persistent and conscientious.

Jobs suited to people scoring high on this dimension: Accountant, Data Processing Operator, Prisons Officer, Taxation Agent, Architectural Draftsperson, Credit Loans Officer, Customs Agent, Clerk, Purchasing Officer, Auditor, and Secretary.

Enterprising

People scoring high on this dimension prefer making things happen and activities that involve manipulation or management of others to attain organisational goals or economic gain. Such people enjoy influencing and persuading others and achieving results. They are interested in political and economic achievement and thrive on risk,

challenge and competitive situations. They may be described as influential, ambitious, domineering, energetic, extroverted, optimistic, popular, self-confident, sociable and talkative.

Jobs suited to people scoring high on this dimension: Auctioneer, Outdoor Adventure Leader, Sales Demonstrator, Stockbroker/Dealer, Stock and Station Agent, Real Estate Agent, Lawyer, Advertising Manager, Parliamentarian, Insurance Agent, General Manager, and Sales Representative.

Investigative

People scoring high on this dimension prefer the creation and use of knowledge. They enjoy working with ideas rather than solely with people or things. These people are attracted to scholarly, analytical or intellectual activities and exploring in an investigative way using mathematical or scientific methods. They may be described as cautious, critical, curious, independent, precise, rational and intellectual.

Jobs suited to people scoring high on this dimension: Marine Biologist, Dentist, Environmental Research Scientist, Science Technical Officer, Professional Engineer, Agricultural Scientist, Software Designer, Physiotherapist, Doctor, Computer Systems Programmer, Veterinarian, and Mathematician,

Realistic

People scoring high on this dimension prefer 'action' to 'thinking'. This means working with things rather than people and explicit, practical or manual tasks. These people enjoy autonomous or solitary situations as well as concrete and technical things such as use of machines, tools and materials. They may be described as persistent, precise and methodical.

Jobs suited to people scoring high on this dimension: Gardener, Aircraft Pilot, Baker, Machinery Operator, Zookeeper, Fire Fighter, Mechanic, Forestry Worker, Sportsperson, and Police Officer.

Social

People scoring high on this dimension prefer working with people rather than things. This includes informing, mentoring, training, treating and interacting with others. These people enjoy social, collaborative and ethical activities. Such people are interested in and curious about people, their problems, individual and interpersonal behaviours, patterns of living, cultures etc. They may be described as cooperative, friendly, empathic, generous, thoughtful, helpful, idealistic, responsible, tactful, understanding and having concern for the welfare of others.

Jobs suited to people scoring high on this dimension: School Teacher, Ambulance Officer, Youth Worker, Disabilities Services Officer, Nurse, Counsellor, Flight Attendant, Primary School Teacher, Social Worker, Receptionist, Public Relations.

IDENTIFY YOUR VALUES

Your values are the things that drive and motivate you to achieve. Values give meaning to your work. While your values may change over time, it is important to understand what your values are right now so that you can match them to your next occupation.

Answer the following questions by giving each a rating between 1 and 5, where 1 = “unimportant” to you and 5 = “very important” to you. Add up your scores on the answer sheet on the next page.

I would like a job where I ...

Have a pleasant working environment		En
Can take chances		R
Am able to gain promotion quickly		Ad
Can decide how I do my job		I
Am able to develop new products		Cr
Have the opportunity to take risks		R
Am respected by other people		St
Have job security		Se
Am able to work on my own		I
Have the opportunity to help other people		Soc
Work in a comfortable environment		En
Am respected in the community		St
Am able to travel		V
Have the opportunity to work my way up		Ad
Can help the community		Soc
Work with friendly people		So
Have the opportunity to buy the things I want		E
Am responsible for other people		Au
Can earn a lot of money		E
Don't need to worry about the future of my job		Se
Supervise other people		Au
Have the opportunity to work with others		So
Have variety in the tasks I do		V
Am able to think up new ways to solve problems		Cr

Your Values - Score sheet

Add up your scores for each of the letter codes on the values table on the previous page and put the total for each one in of the relevant box below. Add your own values to this list if there is something that has not been mentioned that is important to you.

Code	Score	Value	Definition
E		Earning power	You value a high salary and rewards, expensive possessions and house etc.
Se		Security	You value a secure and stable job where you have no worries about regular income or being made redundant
I		Independence	You value the opportunity to make your own decisions, being independent of others, taking initiative
Au		Authority	You enjoying influencing or managing others, or making decisions
So		Social Contact	You enjoy having pleasant contact with colleagues and with customers
V		Variety	You enjoy lots of variety in your day-to-day tasks and the people you work with
St		Status	You value being seen as an important person in the community or having an important job
Soc		Social Care	You value jobs where you can help others or help the community
Ad		Advancement	You value occupations where there is the opportunity for promotion
En		Environment	You value a working environment when you have pleasant, safe and comfortable working conditions
R		Risk taking	You value occupations when there is some degree of uncertainty and risk, and where you can take chances
Cr		Creative	You value occupations where you can use your creativity to develop new ideas or new products, or solve problems

Other things I also value are:

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Now arrange your values in rank order so that the highest score reflects your most important value. The way you rank each value is much more important than the score. Does your ranking reflect you accurately?

Your Own Ranking

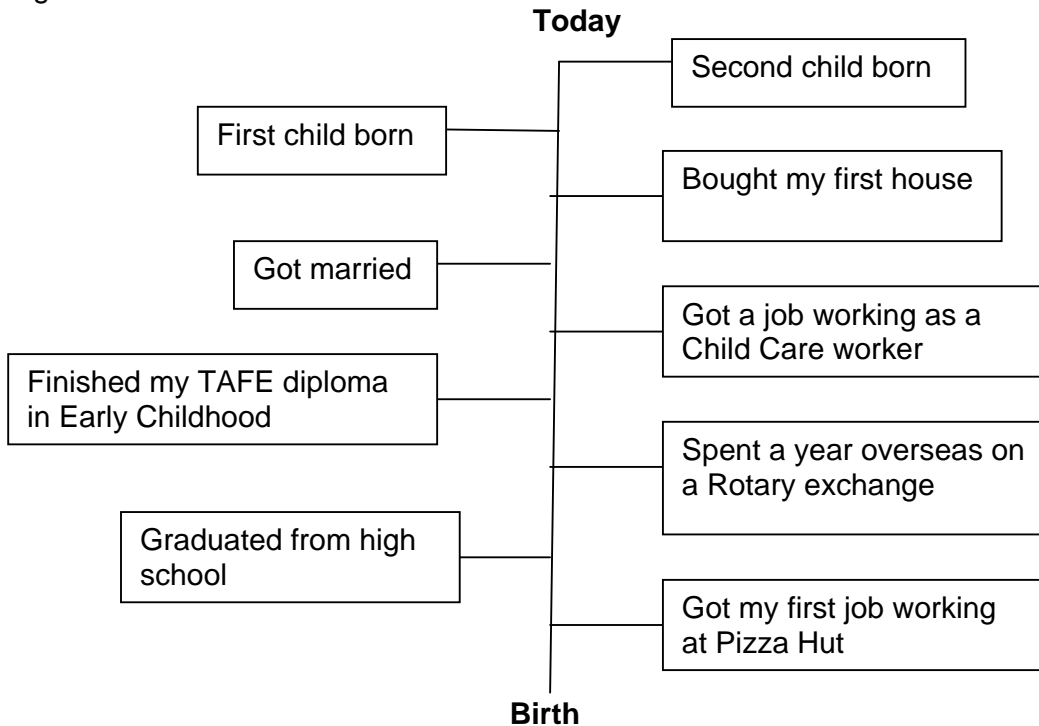
1.	6.
2.	7.
2.	8.
4.	9.
5.	10.

RECOGNISE YOUR ACHIEVEMENTS

Just like our skills we are reluctant to talk to others about our achievements. But it is precisely our achievements that we need to sell on our CV, on job applications or during interviews to demonstrate our strengths and abilities.

To get you thinking about your achievements complete the Timeline activity on the next page. At one end of the timeline is your birth and that the other end of the timeline is today's date. Your task is to work back through time to mark any events in your life – these may include completing schooling or a course, travelling on a major holiday, having a family, getting married, working in your first job etc.

e.g.



TIMELINE ACTIVITY

Today



Birth

Please note: you may need more space, if so just use a blank sheet of paper to continue.

Past Achievements

Now thinking about your past achievements list them in the first column and then think of a reason why it is important to you in the second column.

Achievement (e.g. education, work, leisure, family etc)	Why is this achievement important?
E.g. finishing my TAFE diploma in Early Childhood Development.	This was a two year course and I completed it within the two years. I have always been interested in early childhood development. By completing this course I was able to apply for jobs in Child Care.
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Module 2

What job/ career options are available to me?

If you have already done the hard work in the first part of this Workbook you should be starting to get an idea of your skills, interests and values. What you have started to do is consider the PERSON part of the Person-Job Fit equation.

Now we will start to consider the JOB part of the equation in the examination of job opportunities available to you. Examining your job opportunities is really a research exercise similar to those you did for school assignments. Most of us have some vague ideas about what we could be doing for work, while others will be very certain about the job they want.

There is a benefit in conducting further research if you only have a vague idea of what you would like to do in that it can narrow down the options that you consider to a manageable amount. Similarly, there is benefit in further research even if you have narrowed your potential career to one job in that it may provide you with related jobs and increase your chances of employment in a field that you would enjoy.

Where do you begin?

A FIRST STEP: EXPAND YOUR OPTIONS

As a starting point, whether you think you have developed your occupational interests or not, use the My Career Now summary report to examine occupations from the My List of Occupations to Consider.

Write down those occupations that appeal to you the most. Next to each one list the ASCO code (we will use this a little later).

Occupation	ASCO code
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

WHAT DO THESE JOBS INVOLVE? MORE OPTIONS AND INFORMATION

It is likely that many of the occupation titles that you have looked at in the Occupation Finder mean absolutely nothing to you – you don't understand what the job really involves or requires. So before you can narrow down your occupation search, you need to determine what each of these occupations involves.

There are an increasing number of information sources that you can use - try as many as you can. The more creative and imaginative you are in your search, the more likely you are to get a full and realistic picture of the option(s) you are considering. This will mean that your final decision stands a much better chance of being the right one.

The following website is an excellent source of information about occupation requirements – skills, knowledge, abilities, interests, job environment, values, activities and tasks.

<http://www.jobsearch.gov.au> (and click on “careers”)

You can search for specific occupations or categories in the “Job Explorer” section of the website.

Also look at...

<http://jobguide.thegoodguides.com.au/search.cfm>

You can search for specific occupations or browse alphabetically from the complete list.

Remember that what you call a certain position may not be the same label as the one these web sites use.

Furthermore, when examining specific occupations there is usually information on related occupations that you can incorporate into your search.

Hint: Make a summary or take a printout of the relevant information from this website for each of the occupations that I am investigating.

Here are a few ideas of other possible information sources:

- University Careers Service
- Computer career interest guides
- Printed careers information
- Professional bodies
- Newspaper articles and job ads
- Journals articles and job ads
- Employers and employer directories
- Recruitment agencies
- Graduates of the RIT
- TV and radio programmes
- People already in the job
- Job descriptions
- Internet
- People you get chatting to
- Family
- Friends
- Friends of friends!

Take a moment to think about how you will research the above occupations.

Module 3

How do I decide which occupation to target?

Am I looking for a job, a career or both?

HOW DO I DECIDE?

So how do you make sense of all this information you have been collecting about yourself and about the various options open to you.

There is no simple 'quick fix', but there is no doubt that the more information you have available to you, the clearer the decision should be.

Don't worry if the "perfect" job doesn't leap out at you – most of the time there will be a number of occupations that you might consider and be quite happy in. Making a decision about which options to pursue first of all requires you to go back to the PERSON-JOB FIT focus. Once you understand your own self and the job requirements and characteristics you are better placed to determine whether there is a fit.

The following pages give a few ideas of structured ways to help you make decisions. Some of them may already be familiar to you.

REALITY CHECK!

There is a great chance that for some of the occupations you are investigating, you may be lacking the formal qualifications, skills or experiences required. Yes, it may be your dream job, but it won't matter how many times you apply for that job – you won't get it if you don't have the right skills and experiences.

Are you looking for a job, a career or both? Typically there are a large number of *jobs* available across regions and casual / part-time work is available. Jobs typically require either completion of secondary education, certificate I / II from a tertiary institution, or at least one years experience in the job.

A *job / career* refers to those occupations that aren't just a job (but can be) but can have the potential for promotion through further study or experience. These types of occupations typically require certificate III/IV, diploma or at least three years experience in the job.

A *career* is usually an occupation that provides opportunities for promotion or advancement within the field dependent upon consistent performance and tenure with the employer. These types of occupations typically require advanced skills and tertiary studies, completion of higher level trade qualifications, or five years experience in the field.

To enter your dream occupation you may have to gain further experiences or training. Sometimes this training can be short in duration, at other times it may involve years of study.

The reality is that you are unlikely to step into your dream job immediately – let's face it, most people spend years working their way into their preferred job, why do you think you would be any different.

The first decision then becomes one of what occupations can I do NOW that match my skills, and interests. This may be a job in the same industry or area as your dream job but it also may be something completely different. It may be something you would be happy doing NOW while you improve your skills and experiences for a future occupation.

So take the time to narrow down your occupation list to those that you currently have the education, skills or experience for OR you could gain in a 3-month timeframe. Place a tick in the column if you think you meet the criteria for the required skill level, values, previous experience and personality required for the particular occupation.

Occupation	Skill level	Values	Previous experience	Personality
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Those occupations that have a tick in all columns are considered most suited to you given your current self-assessments.

List the occupations you can do NOW.

1.
2.
3.
4.
5.

List the occupations you would like in the FUTURE.

1.
2.
3.
4.
5.

COST-BENEFIT ANALYSIS

A cost-benefit analysis can be useful in weighing up the advantages and disadvantages of option to help you decide what to do. In this case you give scores to each consideration in your decision on a scale of 1 to 10 rating how you strongly feel about each. Use a score of 1 to indicate a slight advantage or disadvantage and 10 to indicate a major plus or minus factor. Score other items in between according to how strongly you feel about them. The totals in the cost and benefits column should give you an idea of which option you seem to favour.

Here's an example: Should I do a placement with an interstate company...?

Costs	Rating	Benefits	Rating
Have to move away from family and friends	9	Train with a national high status company	9
Have to find accommodation	2	Gain experience relevant to my career choice	8
Don't know anybody in Sydney	3	Earn some money to pay off my student loan	8
Worried about if I will cope with the work	8	Could lead to a job when I graduate	6
An extra year till I finish my degree	7	Will meet new people and make new friends	3
		Will stretch me intellectually	6
Totals	29		40

Now try a cost benefit analysis on one of your own options.

Your own decision:

Costs	Rating	Benefits	Rating
Totals			

Module 4

Making it happen!

HOW DO I MAKE IT HAPPEN?

THE SECRETS OF SUCCESS

GOAL SETTING: BREAKING THINGS DOWN INTO ACHIEVABLE STEPS

It can be rather daunting when considering how you will get into your new occupation in the early stages. The appearance of an overwhelming challenge can prevent us from action because we don't know where to start.

A proven method for achieving your goals is to break it down into objectives. Objectives are just smaller parts of the larger goal, and because objectives are smaller they are easier to achieve. By then focussing on each objective in turn, you eventually achieve the larger goal.

So, for example, "I want to get a job in marketing" might become:

- I will identify the different jobs and roles within marketing
- I will identify ten key companies in this field
- I will track down four people currently working in this area
- I will make a list of the qualities essential to this field of work
- I will write or amend my CV with this type of work in mind.....etc.

You can see how much easier it becomes when you focus on these smaller steps.

Use our Action Planning Worksheet to help plan out what steps you are going to take towards your chosen objective. Set yourself specific timescales and stick to them!

ACTION PLANNING IS THE FIRST STAGE OF TURNING YOUR DREAMS INTO REALITY

ACTION PLANNING

Look at the Action Planning Worksheet on the below. This worksheet can assist you in planning for any goals in your life not just for employment.

- Write your objective at the top of the page. This may be the specific job or industry you want to work in.
- In the first column list the individual tasks you will need to do to achieve your objective.
- In the second column, write a specific date by which you will have completed each task.
- In the fourth column 'People to talk to', make a list of anyone you think might help you carry out the task listed in the first column.
- Write a specific date by which you will have contacted this person.
- The 'Done' columns allow you to tick off each item as you achieve it.

ACTION PLANNING WORKSHEET

Hint: Start with those occupations you can do NOW.

Objective:

Tasks to do	By	Done	People to talk to	By	Done

Review your action plan regularly!

GO GO GO!

If you don't carry out your action plan you know who is responsible

YOU!