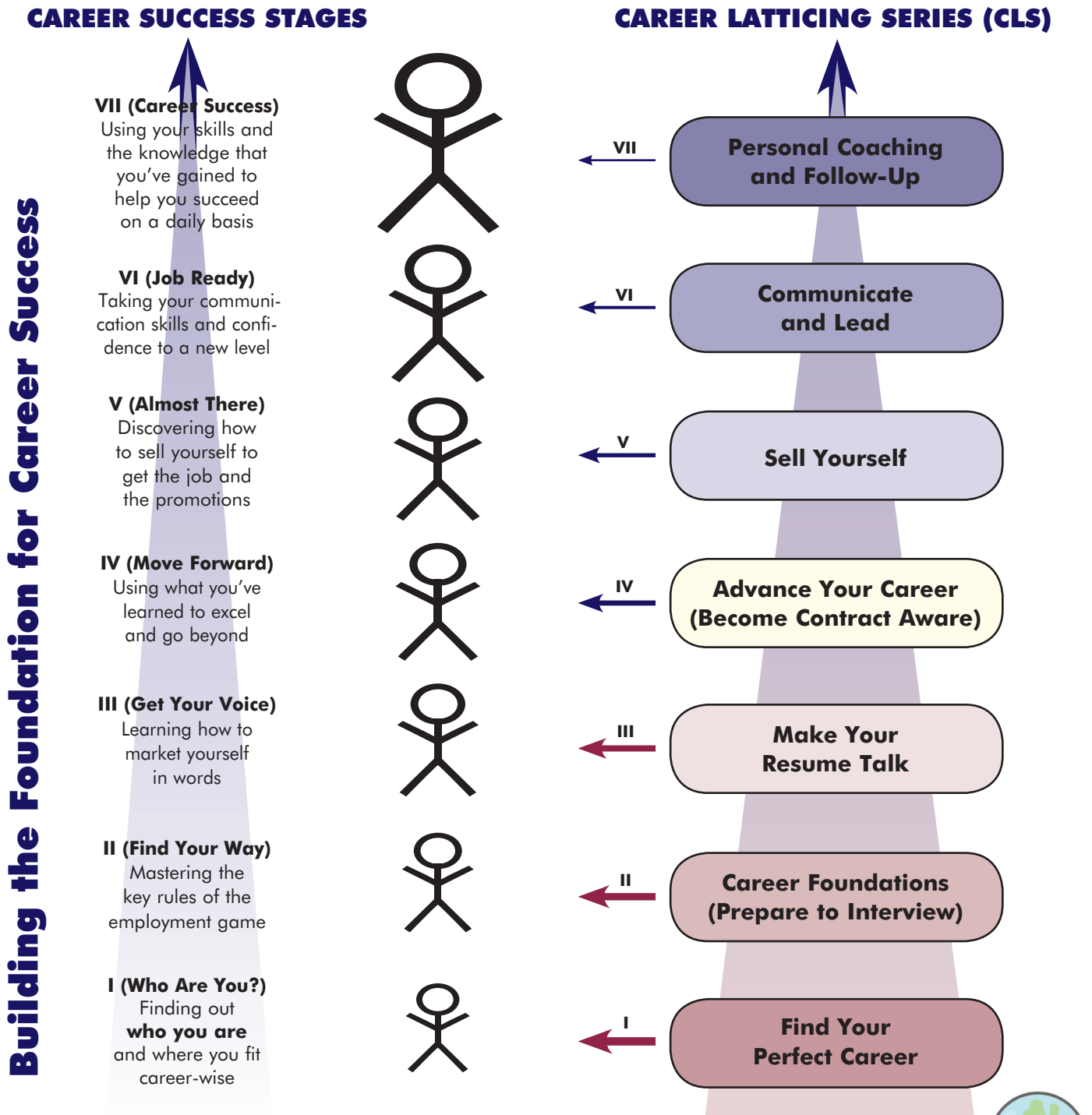


# Find Your... *Perfect Career*



## The Avadon Group 7-Step Path to Career Success

The objective of the Avadon Career Latticing Series (CLS) Program is to help individuals rethink their career, prepare them to make a meaningful contribution, help them to create the road map that ensures the best chance of employment and career success, and provide the navigational tools that will get them to their desired destination.





## Introduction

1. Begin with a foundation of clear self-knowledge
2. Self-knowledge has always been a cornerstone in career development planning:
  - a. This is especially true in today's global economy; and
  - b. Is critical for tomorrow's molecular economy
3. To compete with global talent, you must clearly communicate your personal competitive edge
4. Your profile for success

I

## You Will Learn

1. A better understanding of a career profile and how to utilize it
2. How to select career paths that are right for you
3. How to utilize your knowledge of self to advance your career
4. How to determine the development needed to follow a specific career that is right for you
5. How to target a new job that fits you

II

## Outcomes

1. An increased sense of control. By focusing on actions, individuals control and establish that it's a *personal choice* to enhance career opportunities, and potentially quality of life.
2. A clearer understanding of personal value — by developing a career profile and learning how to communicate the personal elements of key talents, styles, strengths and abilities in the context of work contribution

III

## Required Reading

1. Gerald M. Sturman's *If You Knew Who You Were... You Could Be Who You Are*

IV

## Course Overview

1. Introduction to the career planning process
2. Self-assessment phase
3. Career exploration phase
  - a. Identify and match options
4. Job search phase
5. Communicate your discovered path — your profile report

V

## Why Engage in Self Discovery

1. Exercise – the lottery
2. The career planning process
3. Discussion of “why”
4. Implications of knowing your profiles

VI



## Find Your Perfect Career

### Class Agenda

Date: \_\_\_\_\_ | Time: 9:00 – 16:00 | Site: \_\_\_\_\_

Facilitator: \_\_\_\_\_ (from The Avadon Group)

#### Day 1

1. Registration
2. Introductions
3. Current Career Goals
4. Exercise Activity: "In a Perfect World..."
5. Who Am I?
  - Personal Style: Type & Temperament
  - Career Anchors
  - Motivation and Values
  - Holland Occupational Interest Themes

#### Day 2

1. What Do I Want to Do?
  - Functional / Transferable Skills: People – Data – Things
  - Strengths (Adaptive Skills) & Challenges (Internal Liabilities)
2. Where Am I Going?
  - Presentation of Personal Career Profile

### In a Perfect World



**North Carolina POWERBALL**

**Powerball : You have won the NC LOTTERY**

[Latest Drawing](#) [Check Numbers](#) [Past Drawings](#) [Download Results](#) [How to Play](#) [FAQs](#)

**Latest Drawing**

Saturday, 2009  
Shown in Numerical Order in Order Drawn

14 21 50 57 58 Powerball 7 Power Play™ 3

Estimated Jackpot:  
**\$143,000,000**  
(\$79,400,000 cash value)

**Prize Distribution**

## Identification of Strengths and Preferences

1. Finding your personal pattern in the work you do:
  - a. MBTI Personal Style: Type
  - b. Holland Occupational Interest Themes
  - c. Motivations: Values & needs
  - d. Transferable & Functional Skills: People, data, things
  - e. Additional skills explored
2. Identification of these patterns is critical for maintaining interest in your job and for keeping your STRESS low

VII

## Personal Style: Type & Temperament

1. MBTI – 16 distinct types
  - a. Comprised of four (4) style preferences:
    - i. Extroversion or Introversion
    - ii. Sensing or Intuition
    - iii. Thinking or Feeling
    - iv. Judging or Perceptive

VIII

## Occupational Interest Themes

1. The Holland Codes:
  - a. Realistic
  - b. Investigative
  - c. Artistic
  - d. Social
  - e. Enterprising
  - f. Conventional

IX

## Motivations: Values & Needs

1. Why assess my motivations
2. How values & needs impact a culture match with employers and companies
3. Edgar Schein’s identified motivations
4. Assessing your core values

X

### Task/Reading List

1. Consult page 17, “Type Scoring Form,” in Sturman’s book: *If You Knew Who You Were...*
2. Consult page 55, “Career Anchor Scoring Form,” in Sturman’s book: *If You Knew Who You Were...*
3. Consult pages 61-66, “Assessing Your Career Values and Needs,” in Sturman’s book: *If You Knew Who You Were...*

Notes:

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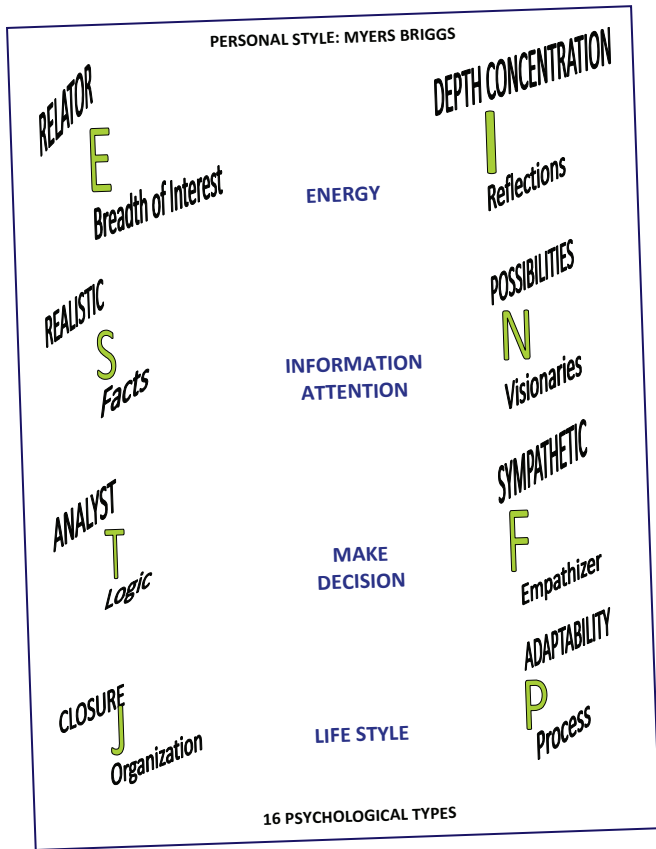
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**Personal Style Summary: Who Am I?**

My Personal Style reflects the type: \_\_\_\_\_

(e.g., ESTJ - ISTJ; ESFJ - ISFJ; ESTP - ISTP; ESFP - ISFP; ENTJ - INTJ; ENFJ - INFJ; ENTP - INTP; ENFP - INFP)

Words that describe me are:

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My preferred work environment is:

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Interpersonal Style:

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Motivations (Career Anchor):

Primary	_____	Secondary	_____
	_____		_____
	_____		_____
	_____		_____

Values (My Top 10 Values):

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

## Occupational Themes Summary Sheet: Where Do I Fit Best?

Write a summary paragraph about your Holland's Occupational Themes preferences. *Pay attention to the environment and tasks.*

Write a summary paragraph about what your **PRIMARY** occupational interest theme [Realistic (R), Investigative (I), Artistic (A), Social (S), Enterprising (E), or Conventional (C)] is and make sure to indicate your style and environment descriptors:

Write a summary paragraph about what your **SECONDARY** occupational interest theme (R, I, A, S, E, C) is and indicate your style and environment descriptors:

Write a summary paragraph about what your **TERTIARY** occupational interest theme (R, I, A, S, E, C) is and indicate your style and environment descriptors:







**Preferred Tasks & Activities Functional Skills Summary: What Do I Want to Do?**

People:

_____	_____
_____	_____
_____	_____
_____	_____

Data/Ideas:

_____	_____
_____	_____
_____	_____
_____	_____

Things/Physical World:

_____	_____
_____	_____
_____	_____
_____	_____

Draft a Summary Statement of the **Ideal Tasks and Activities (Skills)** that you have and would want to use in Your Ideal Job/Perfect Career! What is your theme?

Major Role	Secondary Role	Tertiary Role



**Task/Reading List**

1. Consult pages 89-92, "Internal Barriers," in Sturman's book: *If You Knew Who You Were...*

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**Strengths and Liabilities Summary Sheet: How Do I Do It?**

**Strengths (List your top 10 adaptive skill strengths):**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

**Liabilities (List your top 10 internal barriers):**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_



## Phase 2: Career Exploration

1. Explore occupations, research the industries you might like to work, utilize O-Net Online: [www.onetonline.org](http://www.onetonline.org)
2. Undertake informational interviews
3. Identify possible occupations
4. Evaluate these occupations via: job shadowing, part-time work, internships, volunteering
5. Explore alternatives, investigate sources of additional training and education if needed
6. Choose both a long- and short-term option

XIII

## Phase 3: Job Search

1. Develop a job search strategy
2. Write your resume (Make Your Resume Talk)
3. Gather company information
4. Compose cover letters
5. Prepare for job interviews

XIV

## Participant Report

1. Your personal patterns:
  - a. My profile report
  - b. Describe "My Ideal Work Environment"
  - c. Describe "My Ideal Career"

XV

Notes:

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**Final Personal Profile Summary Sheet Outline (from Sturman)**

**Work Type/Who Am I?** (e.g., My personal style is ISTJ – Analytical manager of facts & data) \_\_\_\_\_

Words that best describe me are: \_\_\_\_\_

My preferred environment is: \_\_\_\_\_

Interpersonally I am: \_\_\_\_\_

**Career Type/Where Do I Fit Best?** (Occupational Interest Themes, [R, I, A, S, E, C]):

My Primary Style is \_\_\_\_\_ and the Words that Describe Me, my Preferred Environment, and my Interpersonal Style are: \_\_\_\_\_

My Secondary Style is \_\_\_\_\_ and the Words that Describe Me, my Preferred Environment, and my Interpersonal Style are: \_\_\_\_\_

My Tertiary Style is \_\_\_\_\_ and the Words that Describe Me, my Preferred Environment, and my Interpersonal Style are: \_\_\_\_\_

**Career Anchors (Motivations):**

My primary anchor is (e.g., SSOI) \_\_\_\_\_ which: \_\_\_\_\_

My secondary anchor is (e.g., SSDC) \_\_\_\_\_ which: \_\_\_\_\_

**Values (My top 5 values are):**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

\_\_\_\_\_

**What Do I Want to Do?** (List those skills you are most motivated to use in your “perfect career”):

People \_\_\_\_\_

Data \_\_\_\_\_

Things \_\_\_\_\_

**How Do I Do It?** (Adaptive Skills - Strengths):

\_\_\_\_\_

\_\_\_\_\_

**Internal Barriers (Liabilities & Challenges):**

\_\_\_\_\_

**Final Questions to Consider**

1. Is there an occupational industry I want to investigate? \_\_\_\_\_

2. Should I consider Self-Employment – Own My Business? \_\_\_\_\_

3. What more do I want to know/explore? \_\_\_\_\_

