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.

CAREER SUCCESS STAGES CAREER LATTICING SERIES (CLS) VII (Career Success) Using your skills and **Personal Coaching** VII the knowledge that and Follow-Up you've gained to help you succeed **Building the Foundation for Career Success** on a daily basis VI (Job Ready) Communicate Taking your communiand Lead cation skills and confidence to a new level V (Almost There) Discovering how to sell yourself to **Sell Yourself** get the job and the promotions IV (Move Forward) Using what you've **Advance Your Career** learned to excel **Become Contract Aware**) and go beyond III (Get Your Voice) Learning how to **Make Your** market yourself **Resume Talk** in words II (Find Your Way) Mastering the **Career Foundations** key rules of the (Prepare to Interview) employment game I (Who Are You?) Finding out **Find Your** who you are and where you fit **Perfect Career** career-wise



Discovering Your Career Path

Every good career development process begins with a foundation of clear self-knowledge. This is especially true in today's global economy. To compete with talent from across the globe, you must be in a position to clearly communicate who you are and why you are the best person for the job at hand. Class 1 in the Avadon Career Latticing Series — Find Your Perfect Career — assesses your career direction. To help each student through the discovery process, this course provides a variety of assessment tools and exercises. Evaluations include assessing your strengths, leadership style, and personal skills. The end result is a customized pathway to a fulfilling career.

What will be learned in class:

- What a Career Profile is and how to utilize it;
- How to select a career path; and
- How to utilize your knowledge of self to advance your career.

Outcomes of this class:

- Development of a career profile
- Understanding of Personal Style Type and Temperament
- Development of Holland Occupational Theme and Interest
- Identification of Functional Skills: People, Data, Ideas, and Things
- Understanding of Motivations: Career Anchors
- Mapping of Core Values
- Defining your career strengths and objectives with more specific and detailed vocabulary that reflects understanding of your skills, motivations, interests, and values; and
- Completing inventories and exercises, along with participation in discussions, which develop
 a Career Profile that is useful in targeting a career direction, writing a resume, and preparing
 for interviews.

Required Readings/Course Curriculum:

• If You Knew Who You Were, You Could Be Who You Are! Your Personal Career Profile by Gerald M. Sturman Ph.D.; Bierman House, Bedford, NY, 2002

Notes:

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

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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

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Outcomes

- 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





Class Agenda

Date:	Time: 9:00 – 16:00	Site:	
Date	Tillie. 3.00 - 10.00	j 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





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

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Occupational Interest Themes

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

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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

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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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PER	SONAL STYLE: MYERS BRIGG	S JUNATION	Personal Style Summary: Who Am I?
-1.10R	DE	PTH CONCENTRATION	My Personal Style reflects the type:
RELANGE Breadth of Interest	ENERGY	Reflections	(e.g., ESTJ - ISTJ; ESFJ – ISFJ; ESTP - ISTP; ESFP - ISFP; ENTJ - INTJ; ENFJ - INFJ; ENTP - INTP; ENFP - INFP)
REALISTIC Sacts	INFORMATION ATTENTION	possibil ^{MES} N Visionaries	Words that describe me are:
ANALYST		SYMPATHETIC	
Logic	MAKE DECISION	Empathizer ADAPTABILITY	My preferred work environment is:
CLOSUR Gorganization	LIFE STYLE	process	
0.0	16 PSYCHOLOGICAL TYPE	S	
Interpersonal Sty	rle:		
Motivations (Car	eer Anchor):		Secondary
ary			dary
			oŭ
			s
Values (My Top 1			
1			6
			7
			8
			9
5			10



Occupational Themes Summary Sheet: Where Do I Fit Best?

occupational memes summary sheet. Where Do I rit best:	
Write a summary paragraph about your Holland's Occupational Themes preferences. <i>Pay attention to the environment and tasks.</i>	he
Write a summary paragraph about what your PRIMARY occupational interest theme [Realistic (Finvestigative (I), Artistic (A), Social (S), Enterprising (E), or Conventional (C)] is and make sure to indicaryour style and environment descriptors:	
Write a summary paragraph about what your SECONDARY occupational interest theme (R, I, A, S, E, C) is ar indicate your style and environment descriptors:	nd
Write a summary paragraph about what your TERTIARY occupational interest theme (R, I, A, S, E, C) is ar indicate your style and environment descriptors:	nd





Transferable & Functional Skills:

People, Data, Things

- 1. People skills your skills in dealing with relationships and interactions with people
- 2. Data skills skills in working with and interacting with information and data
- 3. Thing skills skills utilized for physical manipulation of objects
- 4. Identification of your transferable and functional skills

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Additional Self-Analysis Explored

- 1. If working with the Sturman textbook:
 - a. Adaptive skills
 - b. Internal barriers
- 2. Your SWOT analysis
 - a. Beginning steps
 - i. Strengths
 - ii. Weaknesses or Liabilities
 - b. In career exploration
 - i. Opportunities
 - ii. Threats

XII

Task/Reading List

- 1. Consult pages 74-79, "Functional People, Data, and Thinking Skills," in Sturman's book: If You Knew Who You Were...
- 2. Consult pages 81-84, "Adaptive Skills/Personal Qualities," in Sturman's book: *If You Knew Who You Were...*

Notes.	



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
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
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Phase 2: Career Exploration

- 1. Explore occupations, research the industries you might like to work, utilize O-Net Online: www.onetonline.org
- 2. Undertake informational interviews
- 3. Identify possible occupations
- 4. Evaluate these occupations via: job shadowing, part-time work, internships, volunteering
- 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/W	ho Am I? (e.g., My p	ersonal style is ISTJ -	- Analytical manage	r of facts & data)	
Words tha	it best describe me a	re:			
My prefer	red environment is:				
Interperso	nally I am:				
Career Type/V	Where Do I Fit Best?	(Occupational Intere	est Themes, [R, I, A, S	5, E, C]):	
My Primar	y Style is	and the Wo	rds that Describe Me	e, my Preferred Environ	ment, and
my Interpe	ersonal Style are:				
My Second	lary Style is	and the Wo	rds that Describe Me	e, my Preferred Environ	ment, and
my Interpe	ersonal Style are:				
My Tertiar	y Style is	and the Wo	rds that Describe Me	e, my Preferred Environ	ment, and
my Interpe	ersonal Style are:				
Career Ancho	rs (Motivations):				
My primar	ry anchor is (e.g., SSC	OI)	which:		
My second	dary anchor is (e.g., S	SSDC)	which:		
Values (Mv to	p 5 values are):				
	•	3.	4.	5	
What Do I Wa	ant to Do? (List those	skills you are most	motivated to use in	your "perfect career")	·I
People					
Data					
Things					
How Do I Do	It? (Adaptive Skills -	Strengths):			
	· -		· -		
	ers (Liabilities & Cha				
	ns to Consider				
1. Is there ar	occupational indust	try I want to investic	jate?		
2. Should I co	onsider Self-Employr	nent – Own My Busi	ness?		
3. What mor	e do I want to know	/explore?			



Next Steps

- 1. Continue seeking global (trend) awareness
- 2. Continue exploring your self awareness
- 3. Above all, learn **contract awareness** the entrepreneurial mindset
- 4. Finding employment and then staying employed means continual learning and growth, so continue on your path of self- and careerdevelopment through personal coaching with an Avadon Group expert and the next step in the Avadon CLS Series: Career Foundations

APPENDIX: Key Articles to Read

- 1. The Top Jobs for 2009 by Chris Dannen (www.fastcompany.com/articles/2009/01/topjobs-2009.html)
- 2. Ten Best Green Jobs for the Next Decade by Anya Kamenetz (www.fastcompany.com/articles/2009/01/bestgreen-jobs.html)
- 3. Ten Dying IT Skills by Linda Leung (http://blogs.techrepublic.com.com/10things/?p=842)

Notes:	

