

Career Planning, Experience/industry inventory, Core Value inventory

Exercise 1. Industry inventory:

List all the industries that you have gained solid first-hand experience:

1	
2	
3	
4	
5	
6	

List all the industries that you have had secondary exposure to (through client interaction or having indirect interaction. Example: Regulatory affairs, Government ...):

1	
2	
3	
4	
5	
6	

List all industries where your experience is closely transferable- Example – if you have worked in resource based or manufacturing industries – which other industries are most similar to yours:

1	
2	
3	
4	
5	
6	
7	
8	

List other industries that you are interested in pursuing:

1	
2	
3	
4	
5	

Exercise 2: Understanding Your Background – Detailed Jobs Analysis by Ian Christie:

This table is an opportunity for you to analyze a current or past role at a depth that you likely haven't done before. In this case fill out only one role that you would like to analyse. If you want to do more detailed analysis later on feel free to as many roles as relevant by copying additional tables.

Job #1	Job Title:
Dates:	Employer:
How did you get this job?	
What were you hired to do?	
How successful were you at fulfilling this role / meeting this objective?	
What was the context of your role? What was going on at that time within the company, team, and industry?	
How would you describe the Job Fit?	
How would you describe the fit with your Manager and team?	
How would you describe the Industry & Organizational size & stage fit?	
Describe the key tangible outcomes you produced as a result of your work. What difference did you make?	#1.
	#2.
	#3.
	#4.
Describe the key intangible outcomes you produced.	#1.
	#2.
	#3.
	#4.
Project Wins? What projects were you	#1.



involved in, what was your role within those projects, what did the project achieve, and what was your contribution to that outcome?	#2.
	#3.
	#4.
People wins?	
Product and/or service wins?	
Process wins?	
What key skills did you develop during this job?	
What key experiences do you take away from this job?	
Was it a good decision to take on this job? Why or why not?	
What did you learn about yourself?	
Why did you really leave this job? Be honest.	
In hindsight, what would you do differently?	



With Exercise 3 and 4 there are two different approaches to complete the question: A or B. Choose only one those two approaches.

Exercise 3: Inventory of Values/Prioritizing your Values Choose either option A or B

Option A: Values Inventory and Reflection

Personal values: Choose 5 values from the list below and reflect on how values have shaped your life.

Acceptance:

Adventure:

Challenge:

Community:

Creativity:

Family:

Freedom:

Growth:

Health:

Influence:

Intellectual development:

Recognition:

Relationships:

Security:



Service:

Spirituality:

Stability:

Variety:

OPTION B: Prioritizing your Values This exercise is designed to help you to narrow down your core values

Step 1: What I Value Most...

From this list of values (both work and personal), circle the ten that are most important to you-as guides for how to behave, or as components of a valued way of life. Feel free to add any values of your own to this list.

Achievement	Friendships	Physical challenge
Advancement and promotion	Growth	Pleasure
Adventure	Having a family	Power and authority
Affection (love and caring)	Helping other people	Privacy
Arts	Helping society	Public service
Challenging problems	Honesty	Perfection
Change and variety	Independence	Quality of what I take part in
Close relationships	Influencing others	Quality relationships
Community	Inner harmony	Recognition (respect from others, status)
Competence	Integrity	Reputation
Competition	Intellectual status	Responsibility and accountability
Cooperation	Involvement	Security
Country	Job tranquility	Self-respect
Creativity	Knowledge	Serenity
Decisiveness	Leadership	Sophistication
Democracy	Location	Spirituality
Ecological awareness	Loyalty	Stability
Economic security	Market position	Status
Effectiveness	Meaningful work	Supervising others
Efficiency	Merit	Time freedom
Ethical practice	Money	Truth
Excellence	Nature	Wealth
Excitement	being around people who are open and honest	Wisdom
Fame	Order (tranquility, stability, conformity)	Work under pressure
Fast living	Personal development	Work with others



Financial gain

Freedom

Working alone

Step 2: Elimination. Now that you have identified ten, imagine that you are only permitted to have five values. Which five would you give up? Cross them off.

The final list of your core values are:

1.

4.

2.

5.

3.

Exercise 4. Career Planning Exercise: Choose either option A or B

Option A:

By utilizing LinkedIn: Cut and paste three, ideally pretty detailed profiles of people who are currently working in the role/position that you would like to have 2-3 years from now. If you are not actively using LinkedIn cut and paste three job postings /position outlines instead.

Profile 1/job posting 1 (paste here)

Profile 2/ job posting 2 (paste here)

Profile 3/ job posting 3 (paste here)

Discuss your observations on key skill sets and qualifications that these three individuals/these postings have in common? How is their experience/the qualifications similar/ different to yours:

Career Planning Exercise - Option B

Please write down the job title, responsibilities, and salary I desire:

6 months from now: _____

Two to three years from now: _____

Five years from now: _____



Choose one of the timeframes above and explore it further:

I want to be in this role which I aspire because *(list three reasons)*:

1. _____
2. _____
3. _____

I currently lack the following experience/skills to be in the role to which I aspire:

Strategies I will use to gain these skills/experience are:

1. _____
2. _____
3. _____

If this position doesn't materialize, what is my back-up plan?

Concrete steps I can take to get to my next positions are:

Thank you for completing these exercises!

