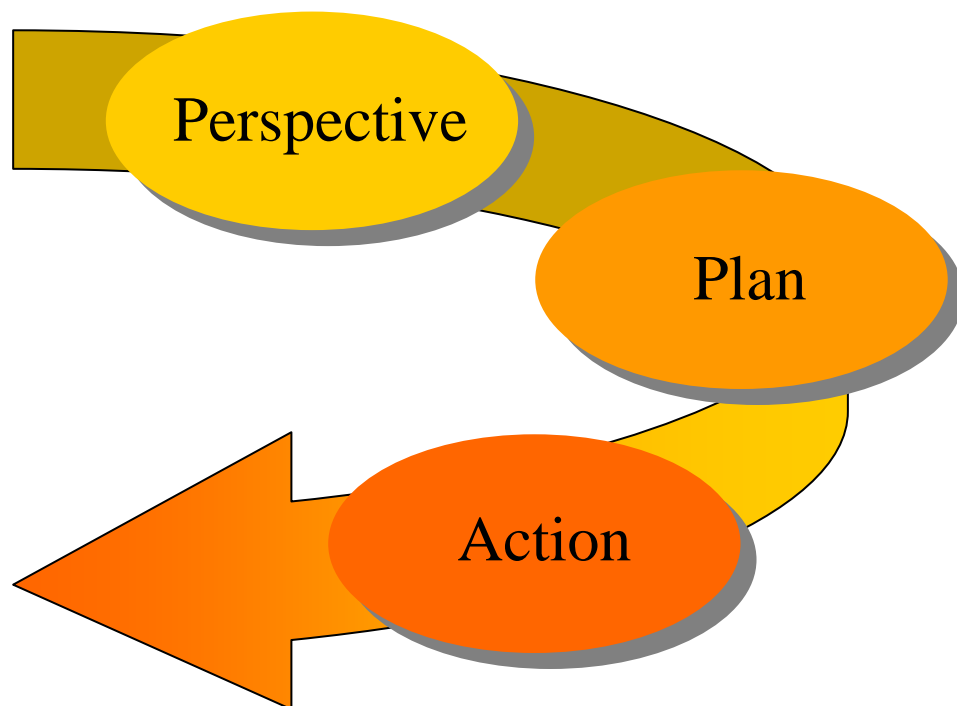


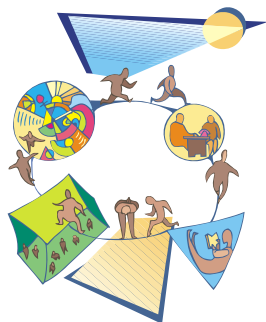


Take Control of Your Career:

Tips and Tools for Career Development



Introduction



This workbook is intended to be used along with the September 13, 2007 CTN broadcast titled “Take Control of Your Career: Tips and Tools for Career Development” presented by Dr. Beverly Kaye.

In her presentation, Dr. Kaye discusses the need for people to find the right “Fit” in their work life. Having the right “fit” means that your interests and values are aligned with the activities you perform at work. When you have the right “fit”, you will love your job and be much happier.

She discusses the need to look at the Person, Perspective, Place, Possibilities, and Plan. You need to examine:

- Your skills, interests, and values
- What other people think are your strengths and weaknesses
- Changes at you company or industry that will affect you
- Possibilities and opportunities to develop new skills

And create a plan to help you make the changes needed to create the job you love.

She also discusses the importance of leaders helping employees find the right “fit”. Dr. Kaye touched on some of these same issues in the May 10, 2007 broadcast “Getting Your Employees Engaged and Keeping Them There”. It would be recommended that managers and supervisors view that broadcast if they have not already done so.

This workbook is designed to walk you through the process Dr. Kaye outlines in her presentation and will provide you with the beginning of a plan. The presentation can be viewed either individually or as a group but it is recommended that each employee go through the workbook individually. Use the workbook any time you realize that you need a change to help create a better “fit” in your work life.

Person



Understanding yourself is the first step to understanding the kind of activities or work that will be the right fit for you. To do this, think about the things that you enjoy doing. These can come from work, home, church, school, etc. Think about what makes you happy. Think about things that when doing them you lose track of time. Think about things you would do even if you were not paid to do them. Think about the skills you use on the job, the interests you have, and the things you value.

Action Item #1: Get to know yourself. Identify what you will enjoy doing.

On the left hand side of the table below make a list of the things you enjoy doing or are interested in. Include items from you professional and personal life. On the right hand side, list the things you are currently doing that you are not interested in doing or dislike about your job. Keep in mind the tasks you enjoy performing, skills you have, things you are interested in, and things you value.

Interested	Not Interested

Perspective



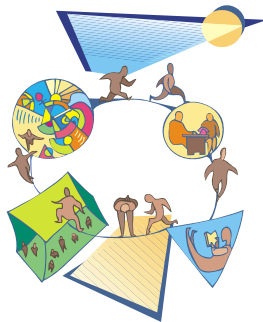
Sometimes the things we feel that we are good at are not necessarily the things that others see us as being good at. We need to step back and find out what others think of us, what we would be good at, and what we would not be good at. You can start by thinking about what others would say about you. You can also seek the advice of those you work with, live with, or associate with. If your strengths and interests (identified on page 3) are the same, it might be something you should pursue.

Action Item #2: Gain perspective by finding out what others see as your strengths and weaknesses.

In the table below, list those areas that others think are your strengths and weaknesses.

Strengths (things to pursue)	Weaknesses (things to work on or ignore)

Place



Knowing the kind of change that will happen in your company or industry will help you know which skills to add or improve. Staying in front of the change by being proactive will reduce stress and increase your options. There are internal and external sources or places for gathering information. Making a list of those places and a plan for how to gather the information is a good place to start.

Action Item #3: Identify changes that will affect you.

Where will you gather information about changes to your job that will affect you? In the table below, make a list of sources or places where you will gather information and then a plan on how to gather the information.

Source/Place	Plan

Possibilities



Sometimes you will need to change aspects of your job to improve your “fit”. This could include moving within the company, taking on additional responsibilities, or moving out of the company. Take the time to think about possible changes you could make to improve your “fit”. Speak to your manager/supervisor, mentor, or any trusted advisor to help identify possible options for you.

Action Item #4: Make a list of possible changes to make in your job to improve your “fit”.

For each of the methods listed in the table below, make a list of possible changes you could make.

Method	Changes
Lateral:	
Enrichment:	
Vertical:	
Exploratory:	
Realignment:	
Relocation:	

Plan



You can now create a plan to develop new skills that will help you move into the type of work you will love. This plan should include your current job, a future job, and other skills you would love to learn. After you identify your skills, determine how you will learn the new skills, the resources you can use, and the time frame for when you will develop the skill.

Action Item #5: Create a plan.

	Current Job	Future Job	Love to Learn
Skill			
Method to Learn			
Resources			
Time Frame			

Manager



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Action Item #5: Create a plan.

	Current Job	Future Job	Love to Learn
Skill			
Method to Learn			
Resources			
Time Frame			



Beverly Kaye, Founder & Chief Executive Officer of Career Systems International, started Beverly Kaye & Associates, Inc. (BKA) as a management consulting company specializing in the creation, delivery and strategic management of talent in organizations in 1979. Career Systems, which later evolved into CSI, was subsequently added (1982) to create and supply state-of-the-art instruments for use in our workshops. Today, the product and service operations have been integrated into a single international enterprise under the marketplace banner (dba) of CSI; BKA remains as the parent company and corporate umbrella of CSI.

Cutting edge thinking and continuous improvement efforts have kept the award-winning Dr. Kaye a leader in the career development field for 25 years. She is the author of the classic career development book, *Up is Not the Only Way*, and the co-author (with Sharon Jordan-Evans) of the international bestseller on retaining talent, *Love 'Em or Lose 'Em: Getting Good People to Stay*, and the workplace satisfaction sequel, *Love It, Don't Leave It: 26 Ways to Get What You Want at Work*.

Career Systems International is a Talent Management Company whose workshops and materials show organizations how to use development processes to attract and retain their key people. We help build a culture where employees are energized and managers are supportive, where mentoring becomes a natural, everyday occurrence, where growth and learning are on-going. By linking career development to current and emerging business needs, we assist our clients in identifying the bench strength necessary for effective succession planning.

Our Specialties fall into four core areas: Career Development, Engagement and Retention, Workplace Satisfaction, and Mentoring. Our products and programs are distinguished by their flexibility, ease of implementation, and efficacy. Whether we're using web-enabled self-assessment tools, management coaching programs, or diagnostic surveys, we address critical organization development issues in a way that is simultaneously dynamic and user-friendly. We are known for our simple but engaging tools that get to the point quickly. Managers like them because they are substantive but also fun to use: we take pride in our ability to make complex issues simple to understand.

Our Clients are primarily Fortune 1000 companies whose names are familiar brands in the market place. Our projects range from the delivery of individual training programs in a single division or department of an organization to enterprise-wide interventions around the world. When our generic tools are not enough to satisfy a particular client's needs, we are always ready to tailor these programs to align with the unique corporate culture or to modify them superficially to fit an organization's brand and image. We have delivered numerous online and blended programs with the same demonstrated flexibility.

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