

DO SOMETHING DIFFERENT



Workbook



Introduction

Welcome to the workbook for Do Something Different. This workbook includes forms and paper you'll need to complete and record some of the exercises.

Work through the exercises – it will tell you when the workbook is needed.

Getting Started

Question: How confident do you feel about making positive career changes within the next five years?

I gave myself...

I'm not confident at this

Very confident

Looking back at your story

There is one more part of this stage before we move on.

Looking back over your story and thinking about the events within it, try to answer the following about your career to date:

What were the best times? What made them the best?

What part did you take in making the best things happen?

Which of your own skills or personal qualities has helped you most?

What were the best decisions you made?

Who has helped you most?

In times of difficulty, **who** or **what** has helped you?

Time for change

The areas I chose as important to make change were as follows:

The areas I chose as ones I could compromise on were as follows:

Other things I need to change that weren't covered in the exercise:

Strategic thinking

Globalisation - do something about it

What ideas did you come up with?

Technological change - do something about it

What ideas did you come up with?

Organisational change - do something about it

What ideas did you come up with?

Some people have found the following questions useful in carrying out this exercise:

Have you ever thought

- 'somebody should...'? or
- 'when will somebody sort out...'? or
- 'It's time somebody did something about...'?

What was it that needed doing that you thought of?

I know there isn't – but if there were a reason you had been put on this earth to carry out some sort of work, what might it be?

Does your career story give you any indication of an answer? If somebody else was reading it what might they say? If you were reading and it was about somebody else, what might you say?

New Ways of Working - Reflection

As we have seen, there are many more possibilities in where, when and how we work. At the moment, your own way of working may or may not suit you, and may change in the future.

Give yourself 20 minutes to answer the following questions about your ways of working.

How do I rate my current way of working? Is it the most suitable for me?

If I was able to make changes, what might be relevant to me? What might be an improvement?

What do I need to find out more about?

What ways of learning might be appropriate to my needs?

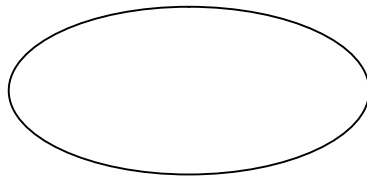
Could any of these things be negotiated with my employer?

What did I learn about myself and my own needs? (section 4)

What was relevant from the new ways of working and studying?
(section 5)

Use this list to evaluate each possibility you follow up. Ask yourself how much it will meet the requirements you have identified.

Networking – exercise



Networking - exercise part 2

Once you have completed the exercise ask yourself the following questions:

Who, that I already know, might help me with my career idea and plans?

Who, that I already know, might know somebody else who might be able to help me?

Who would it be useful to get to know? And, who, on my diagram is closest to those people and most likely to know them?

Being proactive - you?

If we mean actively going out and seeking opportunities rather than relying on passive means such as newspapers, agencies and the internet: How do you rate the methods you've used in the past?

I gave myself...



Not proactive at all Very proactive

Rating

What would have to change for you to put yourself somewhere up the scale? Could you do those things?

Make a note of them here:

Telling your skill stories

Pick any one of the following skills and qualities that are important to employers:

Teamworking

Problem-solving

Negotiation

Analytical skills

Use these as prompts:

Context

Explain the background to the specific situation. Who were you working for, in what role and with what responsibilities?

Problem

What was the problem and who was involved?

Action

What did you do to resolve the problem? What skills did you use? What actions did you take?

Outcome

What was the outcome? What was good about this for the organisation?

Reflection

Did you learn anything from this incident? Would you do anything different another time?

Personal brand - exercises

Exercise 1

Think of a brand you know and like. It could be a brand of anything – cars, clothes, electronics, food...

Write down five words you associate with your brand. If somebody asked you to explain what the brand conveyed, without showing any of their products, what words would you use?

Exercise 2

If a drink were you...

...what characteristics would it have?

Try to think of **five** words or characteristics.

Personal Brand - Exercise 5

Now fill in the spaces for how you communicate the values and qualities you identified in the personal branding exercise. You might find this easier to do in your workbook.

How do I communicate each quality...

Directly					
by appearance					
through behaviour					

Your significant others - exercise

Imagine you can have your ideal job...**but you must start tomorrow...**

If that were true...

If you went home and said 'I have to start tomorrow'...

What would it mean for other people?

How would other people have to change?

How would they find that?

Handling discrimination - self-evaluation

What are you at risk of - what might you come up against in your career change?

How well do you:

Know how to market yourself positively - including dealing with any stereotypical views, spoken or not?



Know your rights?



What do you need to do about the above?

A general approach to obstacles and problems: What has worked in the past?

Earlier on, when you originally wrote your career story to date, you were asked to reflect on a series of questions:

What were the best times? What made them the best?

What part did you take in making the best things happen?

Which of your own skills or personal qualities has helped you most?

What were the best decisions you made?

Who has helped you most?

In times of difficulty, who or what has helped you?

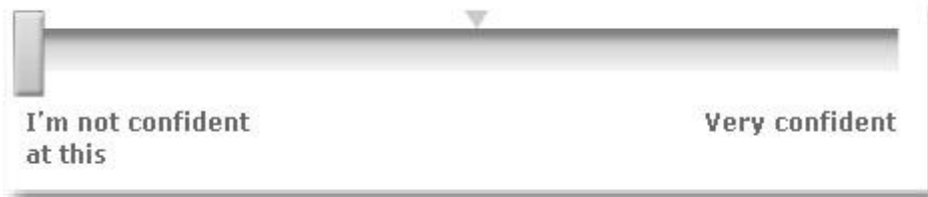
The answers you have given to these questions may be very helpful when trying to overcome problems or deal with obstacles. They indicate some resources and strategies you have used in the past to overcome problems, improve your situation and generally make things better. They show areas of competence for you.

What clues do the answers give you to a problem you face at the moment?

Feedback and evaluation

Question: How confident do you feel about making positive career changes within the next five years?

I give myself...



I'm not confident at this Very confident

How has this changed since the start of the programme?

What has been the most useful parts or features of the programme?

What has been least useful?

If there was one thing you would change about the programme, what would it be?

Thanks for your feedback