

***How to Work, Live and Lead for the  
Common Good***

***Planning Guide***

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## **Your Holland Occupational Theme: What Work Environment Reflects Your Personality?**

John Holland created the following Holland Occupational Themes which have been used by millions of people to gain clarity about the type of work environment in which they might thrive. You can take a free *Career Test* that reflects your preferences at [www.123test.com](http://www.123test.com).

Rank the following descriptors from 1 (most accurate descriptor) to 6 (least accurate descriptor) based on how well they describe your preferred way of working.

\_\_\_ **Realistic (Doers)** – practical, physical, concrete, hands-on, and tool-oriented

\_\_\_ **Investigative (Thinkers)** – analytical, intellectual, scientific, explorative, thinker

\_\_\_ **Artistic (Creators)** – creative, original, independent, chaotic, inventive, media, graphics, and text

\_\_\_ **Social (Helpers)** – cooperative, supporting, helping, healing/nurturing, teaching

\_\_\_ **Enterprising (Persuaders)** – competitive environments, leadership, persuading, status

\_\_\_ **Conventional (Organizers)** – detail-oriented, organizing, clerical

There are jobs in the Common Good for all six of these types, when you take an expansive view of Common Good possibilities.

## What Types of Common Good Employers Interest You?

Put checks next to those types of Common Good organizations that most interest you and then go back to your checkmarks and prioritize them from 1 (most interest) to the lowest number (least interest).

Nonprofits/Community Organizations/Human Services/Social Services/Social Enterprises/Advocacy

Higher Education

Education K-12

Environmental/Green

Arts & Culture & Writing

Healthcare

Foundations/Philanthropies

Associations

Unions

Government Agencies

Public Safety

Consulting/Vendors in support of organizations that work for the Common Good

Public Broadcasting

Others you believe serve the Common Good (List those not included above)

## What Types of Jobs Interest You?

### Jobs by Function:

- Education
- Administration/Leadership/Management/Supervision
- Fundraising
- Research
- Direct Social Services/Constituency Contact
- Writing and Editing
- Political Organizing/Campaigning
- Public Speaking

### Jobs by Area of Focus:

- Youth
- Community Development
- Volunteering
- Poverty and Hunger
- Travel and Transportation
- Disaster Relief
- Animals
- LGBT
- Drug Abuse
- Technology
- Women
- Human Services
- Politics – local, state, national

## Seven Keys to Successfully Approaching Common Good Employers of Interest

Place a check mark next to those key approach actions you have in place.

\_\_\_ Identify what you bring to the organization and work to leverage your plusses and lessen our negatives-be brutally honest during this exercise

\_\_\_ Identify & reach out to your Job-Search Brain Trust; a small group of individuals who you trust to assist you in an effective manner to reach your Common Good goals. This small group are people you have asked if they would be willing to be members of your planning team who you would reach out to individually and occasionally with questions.

\_\_\_ Create a list with contact information of all those people who would return an outreach message from you. Prioritize it by how helpful you think they might be and how willing you think they might be to help you. Many people use LinkedIn or Facebook for this activity.

\_\_\_ Create a strong LinkedIn profile

\_\_\_ Create a strong online and offline resume

\_\_\_ Create or utilize an existing resilience strategy that allows you to bounce back from the rejections, lack of replies to your outreach to friends and employers etc. that are a normal part of the job search process

\_\_\_ Create a **proactive** (reaching out to employers of interest who have not listed a job, preferably through a referral from one of your contacts) & **reactive** (replying to an employer who has listed a position) job search strategy using [www.job-hunt.org](http://www.job-hunt.org) and [www.commongoodcareers.org](http://www.commongoodcareers.org) and other resources on [www.workforthecommongood.com](http://www.workforthecommongood.com)

## Level 5 Leadership Self-Assessment

Put a check next to the description that best describes your performance at this stage of your life.

\_\_\_ **Level 5 Executive:** Builds enduring greatness through a paradoxical blend of personal humility and professional will

\_\_\_ **Effective Leader (Level 4):** Catalyzes commitment to and vigorous pursuit of a clear and compelling vision, stimulating higher performance standards

\_\_\_ **Competent Manager (Level 3):** Organizes people and resources toward the effective and efficient pursuit of predetermined objectives

\_\_\_ **Contributing Team Member (Level 2):** Contributes individual capabilities to the achievement of group objectives, and works effectively with others in a group setting

\_\_\_ **Highly Capable Individual (Level 1):** Makes productive contributions through talent, knowledge, skills and good work habits

From: *Good to Great and the Social Sectors* by Jim Collins. [www.jimcollins.com](http://www.jimcollins.com)

## Emotional & Social Intelligence Self-Assessment

On a scale of 1 (low) and 10 (high) rate yourself regarding how well you utilize each of these competencies.

### Self-Awareness: The heart of emotional intelligence

\_\_\_ **Emotional self-awareness:** the ability to read and understand your emotions as well as recognize their impact on work performance, relationships and the like

### Self-Management: The fire and the brakes

\_\_\_ **Emotional Self-control:** the ability to keep disruptive emotions and impulses in check

\_\_\_ **Adaptability:** flexibility in handling change, skill at adjusting to changing situations and overcoming obstacles

\_\_\_ **Achievement orientation:** the drive to meet or exceed a standard of excellence

\_\_\_ **Positive Outlook:** persistence in pursuing goals despite obstacles and setbacks

### Social Awareness: Tuning in

\_\_\_ **Empathy:** skill at sensing other people's emotions, understanding their perspective, and taking an active interest in their concerns

\_\_\_ **Organizational awareness:** reading a group's emotional currents and power relationships; navigating politics

### Relationship Management: Making a difference

\_\_\_ **Influence:** the ability to wield a range of persuasive tactics while having a positive impact on others

\_\_\_ **Inspirational leadership:** the ability to take charge and inspire and guide individuals and groups

\_\_\_ **Coach & Mentor:** taking an active interest in others' development needs and bolstering their abilities

\_\_\_ **Conflict management:** the ability to de-escalate disagreements and negotiate and resolve conflict

\_\_\_ **Teamwork:** promoting cooperation, building teams and working with others toward a shared goal

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## **Pulling Together All We Have Discussed: Creating an Action Plan**

How might you act moving forward, either continuing with Common Good behaviors you have been living or adding Common Good behaviors you think would have a positive impact on the people with whom you interact and the world in general?

**What types of Common Good employer's interest you?**

**What type of work would you like to do for them?**

**Which job finding resources, if you will be looking for a Common Good job, are going to be primary resources for you?**

Your network\_\_\_\_\_

Job search engines\_\_\_\_\_

Consulting firms to the Common Good sector\_\_\_\_\_

College & University listings and resources\_\_\_\_\_

Online job listing resources like job-hunt.org, commongoodcareers.org, aarp.org, ynnpn.org (young nonprofit professionals), washingtonpost.org etc. \_\_\_\_\_

**Which aspect of the job interviewing process is a strength and weakness for you and how will you build on the strength and lessen the weakness?**

**What steps are you going to take in the next month to move forward toward your interest in the Common Good?**