

# ***Career Exploration & Job Search: For Any Job in Any Sector***

## **An Explanation of Each Power Point Slide**

Slide 2: Introduction. I wanted to be very clear in this introduction that those who have landed on [workforthecommongood.com](http://workforthecommongood.com) and are not interested in just looking at common good options have this resource they can use for their career exploration and job search.

Slide 3: Key Resource #1. I believe that [www.job-hunt.org](http://www.job-hunt.org) is one of the most comprehensive career and job-related resources available, which is why I strongly encourage anybody to familiarize themselves with it. I have no relationship with them of any kind and do not receive any remuneration from them for referring individuals to their site.

Slide 4: Key Resource #2. As I said in the Planning Guide, buying and studying the *7 Habits of Highly Effective People* has helped most of the individuals to whom I have referred this bestseller.

Slide 5: Identifying a preliminary focus for your career exploration and job search. A major mistake that many career explorers and job seekers make is not spending enough time on exercises that help create heightened self-awareness. I strongly encourage those who are serious about this process to spend time on this introspective section of our work together.

Slide 6: Identifying your Career Anchors – perceived areas of competence you would not give up. A planning Guide Exercise. Answering questions about your Career Anchors provides valuable insights into what motives, values and unique talents you want to have as part of your career.

Slide 7: Your Holland Occupational Theme: What work environment reflects your personality? A Planning Guide Exercise. I have used John Holland's material with hundreds of people to help them gain clarity about their work environment

preferences. The book he wrote on this theory is titled, *Making Vocational Choices: A Theory of Careers*.

Slide 8: What do you really want to be doing? A Planning Guide Exercise. This slide includes two very simple and yet powerful questions that complement the work that you have done in the previous exercises.

Slide 9: Creating flow: who were you when you were at your best? A Planning Guide Exercise. This is one of the most important exercises in this program. If you take time to *really* go back and think about those times when you were at your best, insights from those remembrances can provide valuable help regarding what you might want to focus on in the future. This is particularly true when combined with the insights from the Career Anchors and other planning guide exercises.

Slide 10: The importance of mental training to reach your goals. The data on this slide is one of the most powerful statements I have come across regarding the importance of mental training as one looks at options. The fact that those world class athletes who focused more on the mental than the physical training did better than those who focused primarily on the physical training solidified the research I had been doing on the body-mind connection. I have used Charles Garfield's work since his book *Peak Performance: Mental Training Techniques of the World's Greatest Athletes* was published in 1984. It helps individuals understand the importance of having a mission/focus to their life which is supported by strong mental processes connected to how you visualize and implement your mission.

Slide 11: The Peak Performance Mindset: Writing Your Personal Mission Statement. I cannot stress enough the importance of having a focus for your career exploration and job search efforts. Dr. Garfield calls it mission, so does Stephen Covey in *7 Habits of Highly Successful People*. Dr. Garfield makes a clear distinction between having a mission and setting goals, "With few exceptions, peak performers are highly motivated by a deep and personal sense of mission, which is distinctly different from the highly specific and measurable goals each person may set."

Stephen Covey in his chapter in *The 7 Habits of Highly Successful People* on Habit 2 – Begin with the End in Mind - writes the following, “The most effective way I know to begin with the end in mind is to develop a personal mission statement or philosophy or creed. It focuses on what you want to be (character) and to do (contributions and achievements) and on the values or principles upon which being and doing are based .... A mission statement is not something you write overnight. It takes deep introspection and often many rewrites ... But fundamentally your mission statement becomes your constitution, the solid expression of your vision and values.”

Slides 12: Identifying and approaching employers of interest. This slide suggests once again the importance of spending time on [www.job-hunt.org](http://www.job-hunt.org) as you start to explore organizations and options that interest you.

Slide 13: Job search activity list. A Planning Guide Exercise. This checklist is designed to help you understand the amount of work you have ahead of you as you explore career options and job search actions. It is not exhaustive which is one of the reasons I have stressed using [www.job-hunt.org](http://www.job-hunt.org).

Slide 14: List of “Best” employers. These are excellent sites for those who want to get a sense of employers who are well respected regarding how they treat their employees.

Slide 15: Pulling it all together. A Planning Guide Exercise. The exercise on slide 16 that this slide leads into is designed to pull together what we have covered in this program so that you can begin to create a strategy from this information.

Slide 16: Self-information summary. A Planning Guide Exercise. The two pages of your Participant Guide that pull together all the information this slide deck has taken you through build toward your being able to create a draft of a Mission Statement and/or Action Plan which will be a document that drives positive and focused actions and behavior.

Slide 17: Creation of a draft of your career exploration & job search action plan. A Planning Guide Exercise. This program has moved toward the creation of a plan that includes information about your motives, talents, values, peak moments of

job satisfaction, ideal work environments, goals for the future and awareness of how knowledgeable about the career exploration and job search process you are.

Slide 18: Relevant Resources. These are resources I have found useful when helping individuals with their career exploration and job search activities.

I wish you the best and hope that the power point deck, planning guide, and this description of each of the slides has proven helpful. Peter