

# A A A Career Development Planning

## Service Manager

*Conscious career development and job transitions are about self-belief, self-discipline and an intentional focus on achieving your objectives. This simple document summarises the career evaluation and coaching process you have engaged with. The career planning process is focused on personal and professional development and designed to help you to feel that you are working “on purpose” and personally and professionally aligned. It gives you a future to look forward to.*

***What outcomes would you like from career coaching?***

*To determine the work that I really enjoy doing and some role types that include that work. Correlate work preferences to strengths and identify career options that will enable greater enjoyment of work and focusing on strengths*

***What is it about your current situation that is no longer working for you?***

*Sometimes I really enjoy my work, other times it is sheer hum drum, would like to consistently feel I am enjoying my work and to feel more stretched yet capable of meeting the requirements of the role.*

***What matters most to you about your future?***

*Providing for family*

*Performing work I consider to be meaningful and interesting*

*Self-actualisation – reaching my potential*

*At the moment self-actualisation is the dominant theme, and I think the other points will be met through that.*

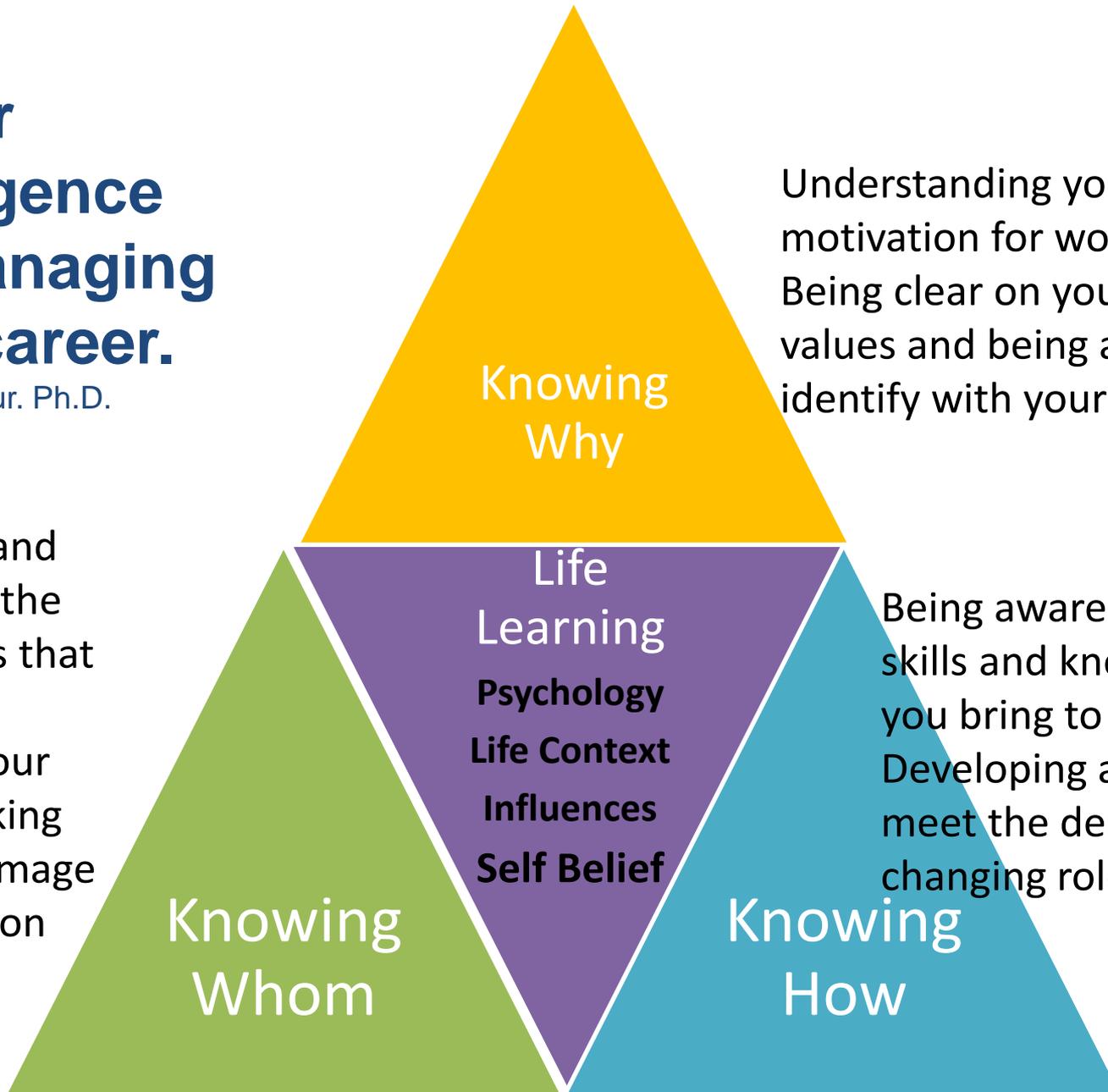
***What concerns you most?***

*So many things...being stuck in a boring job, struggling for money, being irrelevant, not reaching my potential. I am mostly concerned that I won't get a good job next time round and will struggle to break through what seems like a ceiling to the next step.*

# Career intelligence for managing your career.

Michael Arthur. Ph.D.

Developing and maintaining the relationships that can have an impact on your career. Thinking about your image and reputation with others



Understanding your motivation for working. Being clear on your values and being able to identify with your work.

Being aware of the skills and knowledge you bring to your work. Developing abilities to meet the demands of changing roles

# What matters to you in life

| Value/<br>Principle | How living close to this value will look and feel like. What will you do to be congruent with this value?     | How well you are doing now? |
|---------------------|---|-----------------------------|
| <b>Abundance</b>    | having a mind set of abundance – this leads to prosperity in all areas of life                                | 3                           |
| <b>Persistence</b>  | being able to keep going even when things are difficult. Keeping a task or project until completed            | 3.5                         |
| <b>Connection</b>   | being able to connect with people, which leads to being able to influence and lead. Have good friends in life | 3                           |
| <b>Thankfulness</b> | being thankful for what you have in life. Not taking things for granted.                                      | 4                           |
| <b>Integrity</b>    | being honest, showing yourself and others respect. Living true to your values.                                | 4                           |

Your reported Myers-Briggs personality type  
**ENTJ**

Your preferences  
**Extraversion | Intuition | Thinking | Judging**

ENTJs typically are logical, analytical, and objectively critical. They like long-range planning and strategic thinking and prefer to be in charge. Their focus is on ideas, and they like to think ahead, making a systematic effort to reach their objectives on schedule. They are impatient with confusion and inefficiency, and they can be tough-minded when they see these problems getting in the way.

ENTJs prefer working with frameworks to working with details. They like to come to quick decisions about how to proceed and then actively lead others forward accordingly. Systems and principles are important to ENTJs, who apply principles to whatever they do. If they are to change their methods, they need to change their principles first. They value logic and consistency.

ENTJs are likely to be most satisfied in a work environment that values long-range planning, involves them in making decisions, and lets them see that the plans are implemented. People can count on them to take charge and make sure things are done competently.

### CLARITY OF YOUR PREFERENCES: ENTJ



PCI RESULTS:    EXTRAVERSION | 23    INTUITION | 2    THINKING | 8    JUDGING | 12

## EXTRAVERSION



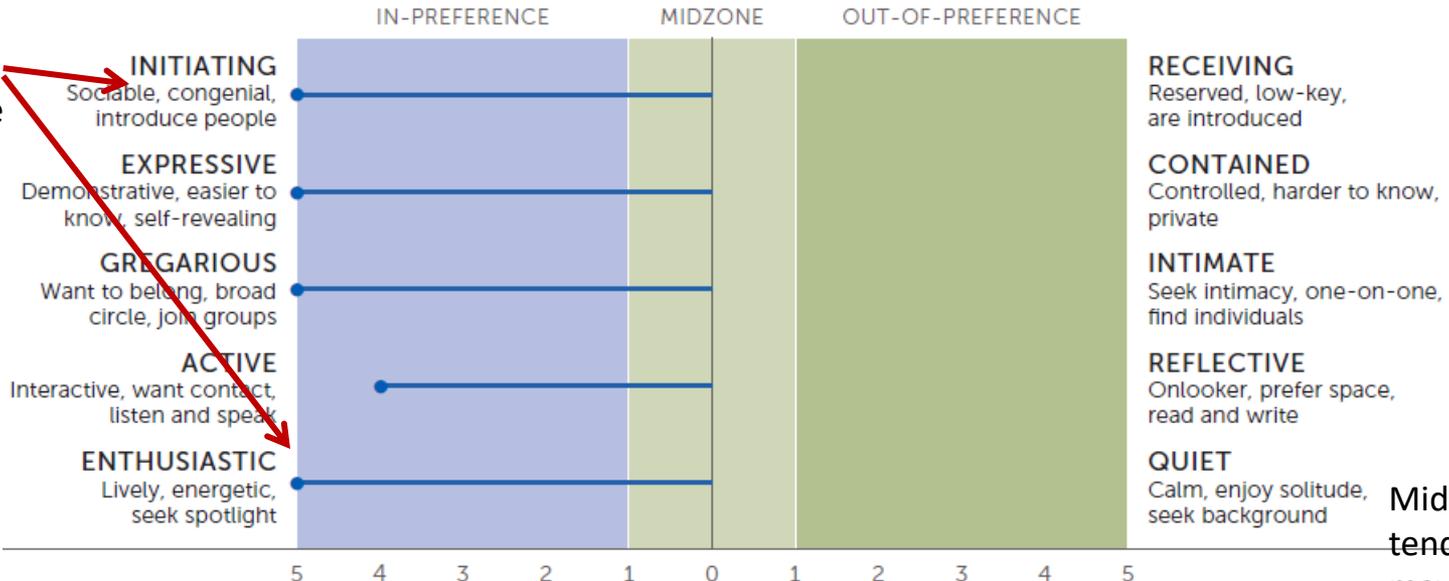
Directing energy toward the outer world of people and objects



## INTROVERSION

Directing energy toward the inner world of experience and ideas

High Extraversion may indicate discomfort around being alone too long.



Mid zone tendencies may indicate that you might compromise your conceptual ideas – or make compromises. It may also show that you are careful to ensure your concepts can be applied.

## SENSING

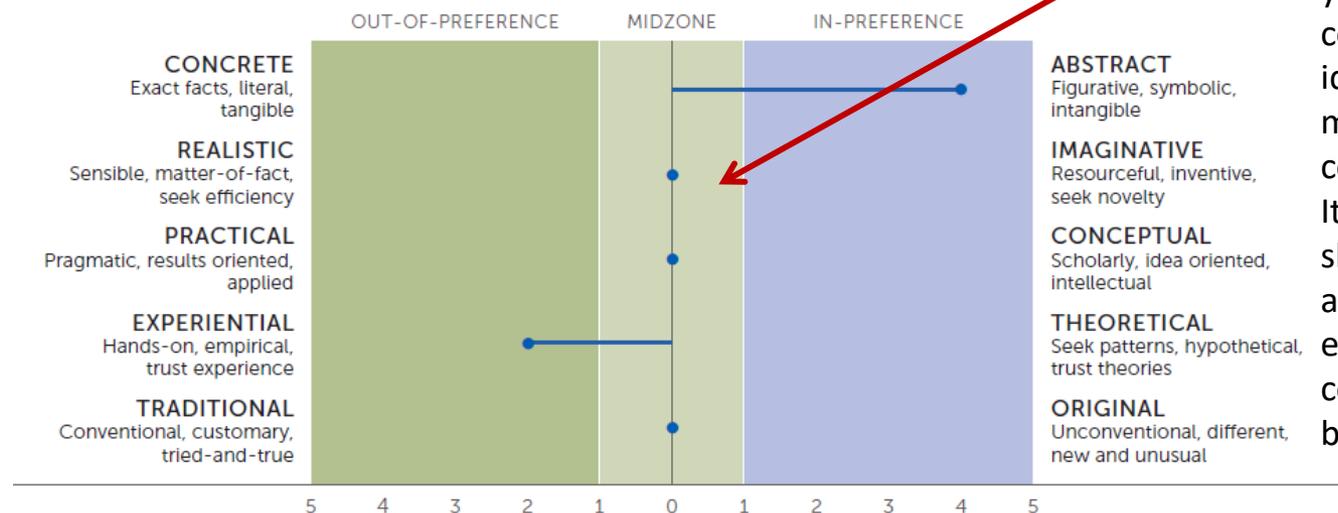


Focusing on what can be perceived using the five senses



## INTUITION

Focusing on perceiving patterns and interrelationships



# Validated Personality Type ENTJ

- ENTJs live in a world of possibilities where they see all sorts of challenges to be surmounted, and they want to be the ones responsible for surmounting them. They have a drive for leadership, which is well-served by their quickness to grasp complexities, their ability to absorb a large amount of impersonal information, and their quick and decisive judgments. They are "take charge" people.
- ENTJs are career-focused, and are constantly scanning their environment for potential problems which they can turn into solutions. They generally see things from a long-range perspective, and are usually successful at identifying plans to turn problems around - especially problems of a business nature.
- ENTJs are usually successful in the business world, because they are so driven to leadership. They're tireless in their efforts on the job, and driven to visualize where an organization is headed. For these reasons, they are natural leaders.

## **Your Top Career Drivers:**

These are the key motivators for you; they are what makes work and life meaningful. They are how you 'orientate' yourself to the world and provide a way to measure what success means to you. The following drivers are in your priority order.

### **Entrepreneurial Creativity (27)**

These people are driven by the need to create and find great satisfaction in designing and constructing activities that become businesses. The entrepreneur is not like 'ordinary' people in that they have the courage and commitment to put their whole lives into their work, rather than it being just a 'job'.

### **General Management (Leadership) (21)**

You want to be responsible and accountable for achieving business outcomes and you identify your success with that of the organisation you work for. Being a management level generalist is more important to you than being a specialist with a narrower focus.

### **Service Dedication to a Cause (20)**

Indicates a desire to make a difference in the world, that meaning comes from how you might make the world / your workplace / your environment a better place from how you find it.

# Values at Work

| Work Environment   | Demonstrated by   | Currently rated 1 – 5 |
|--------------------|---|-----------------------|
| Purposefulness     | <i>An overarching reason for working that is beyond the job; there is good leadership.</i>  | 4                     |
| Sense of community | <i>The sense of belonging and welcome, unified around common goals. Respect for people in the community.</i>                                | 4                     |
| Fun and humour     | <i>Positive morale, strong connection with work colleagues. Respect and focus with a robust sense of professionalism underpinning this.</i> | 4                     |

| Intrinsic                | Demonstrated by   | Currently rated 1 – 5 |
|--------------------------|---|-----------------------|
| Belonging and connection | <i>Alignment with the organisation's values and direction. Belief in its mission. Connection with colleagues.</i> | 4                     |
| Challenge                | <i>Difficult but achievable goals. And a manager that believes in you.</i>  | 3                     |
| Influence                | <i>Able to have a say in how work is performed and to guide direction.</i>  | 5                     |

# Values at Work

| Work Content  | Demonstrated by   | Currently rated 1 – 5 |
|---------------|---|-----------------------|
| Initiating    | <i>Identifying opportunities and initiating work to exploit. Entrepreneurial.</i>   | 3                     |
| Communicating | <i>Leading and influencing through communicating/explaining ideas and connecting with work colleagues.</i>  | 4                     |
| Change making | <i>Leading change. Reaching agreement. Identifying opportunities/processes that need to change, and implementing changes through influencing/selling the need for change.</i> | 2                     |

| Work relationships | Demonstrated by  | Currently rated 1 – 5 |
|--------------------|--|-----------------------|
| Authority          | <i>There must be clear authority in the workplace or the organisation cannot function. (And the leaders lead well)</i> | 3                     |
| High functioning   | <i>This encompasses respect, performance, competition. It is about being a high functioning team.</i>                  | 3                     |
| Realness           | <i>It is about bringing your real, true self to the workplace and behaving with integrity.</i>                         | 4                     |

| WSA Assessment results            | <i>Drive</i> | <i>Interpersonal Skills</i> | <i>Adjustment</i> | <i>Responsibility</i> | <i>Problem Solving Skill</i> |
|-----------------------------------|--------------|-----------------------------|-------------------|-----------------------|------------------------------|
| <b>Your Working Style Results</b> | <b>4</b>     | <b>3</b>                    | <b>1</b>          | <b>3</b>              | <b>1</b>                     |

|                     |   |
|---------------------|---|
| High Drive          | <i>Motivated to advance and will set high standards for self. Are self-assured and comfortable expressing opinions in the workplace.</i>  |
| High Interpersonal  | <i>Values relationships with co-workers and sensitive to the needs of others. Enjoys working in teams and collaborating. Feels comfortable leading projects and making decisions.</i> |
| High Responsibility | <i>Strives to keep commitments and produce work that is high quality and free from mistakes. Is honest and adheres to rules in the workplace.</i>                                     |

| <b>Working Styles Scores</b> |                     |                            |           |
|------------------------------|---------------------|----------------------------|-----------|
| <b>Leadership</b>            | <b>13</b> 86% pcile | <b>Cooperation</b>         | <b>10</b> |
| <b>Confidence</b>            | <b>13</b> 85% pcile | <b>Attention to detail</b> | <b>10</b> |
| <b>Achievement</b>           | <b>12</b> 66% pcile | <b>Independence</b>        | <b>10</b> |
| <b>Initiative</b>            | <b>12</b> 59% pcile | <b>Conscientiousness</b>   | <b>10</b> |
| <b>Persistence</b>           | <b>12</b> 32% pcile | <b>Innovation</b>          | <b>10</b> |
| <b>Social orientation</b>    | <b>12</b> 74% pcile | <b>Analytical thinking</b> | <b>9</b>  |
| <b>Concern for others</b>    | <b>11</b>           | <b>Integrity</b>           | <b>7</b>  |
| <b>Dependability</b>         | <b>11</b>           | <b>Adaptability</b>        | <b>6</b>  |
| <b>Stress tolerance</b>      | <b>10</b>           | <b>Self-control</b>        | <b>5</b>  |

Your **Functional Strengths** are skills that you have high levels of skill and transferable experience in together with high levels of interest. By rating these skills on a scale of 1 to 5 we can see where our development is. Our interest level drives our curiosity and development thereby making using this skill a strength..

This list is the summary from the skills audit you completed.

| <b>Strengths (Highest total scores)</b>                                   | Skill    | Experience | Interest | Total score |
|---|----------|------------|----------|-------------|
| <b><i>Facilitation and building understanding</i></b>                     | <b>5</b> | <b>5</b>   | <b>5</b> | <b>15</b>   |
| <b><i>Develop, change, improve and adapt existing ideas</i></b>           | <b>5</b> | <b>4</b>   | <b>5</b> | <b>14</b>   |
| <b><i>Building service platforms</i></b>                                  | <b>4</b> | <b>4</b>   | <b>5</b> | <b>13</b>   |
| <b><i>Driving business performance and development</i></b>                | <b>4</b> | <b>4</b>   | <b>5</b> | <b>13</b>   |
| <b><i>Operations through developing ideas, systems and procedures</i></b> | <b>4</b> | <b>4</b>   | <b>5</b> | <b>13</b>   |
| <b><i>Process improvement</i></b>   | <b>4</b> | <b>4</b>   | <b>5</b> | <b>13</b>   |
| <b><i>People leadership – inspiring, influencing and empowering</i></b>   | <b>4</b> | <b>3</b>   | <b>5</b> | <b>12</b>   |
| <b>Skill Development (High interest, lesser skills and experience).</b>   |          |            |          |             |
| <b><i>Leading and influencing organisational vision</i></b>               | <b>3</b> | <b>3</b>   | <b>5</b> | <b>11</b>   |
| <b><i>Selling, persuading and influencing</i></b>                         | <b>3</b> | <b>3</b>   | <b>4</b> | <b>10</b>   |
| <b><i>Setting and implementing business strategy</i></b>                  | <b>2</b> | <b>3</b>   | <b>5</b> | <b>10</b>   |

# Leadership Priorities (your top 7)

|                      |  |
|----------------------|--|
| <b>Visioning</b>     | <i>Inspiring with a clear and achievable vision</i>  |
| <b>Mentoring</b>     | <i>Developing and coaching successors to roles</i>   |
| <b>Empowering</b>    | <i>Setting others loose to do an amazing job</i>   |
| <b>Optimism</b>      | <i>It's a leader's job to build confidence in the organisation and those around them</i>                 |
| <b>Collaboration</b> | <i>Working with others, being a good team player</i>   |
| <b>Relationships</b> | <i>Develop solid relationships by respecting people. Be able to relate to people as a people person.</i> |
| <b>Enjoyment</b>     | <i>Make work fun and fulfilling, a great place where people strive – to perform their best</i>           |

# Your top 3 Leadership priorities

## **Visioning**

*It is as important as the main responsibility of leaders is to lead – to provide a vision of the future and lead people to it.*

*I will know this is happening when the I am sharing is talked about by others as being important.*

## **Relationships**

*A leader needs to have solid, trusted relationships with peers, team members and stakeholders – and to be real, open and honest.*

*I will know this is happening when I'm able to have honest discussions with staff, a sense of trust with the team and with colleagues.*

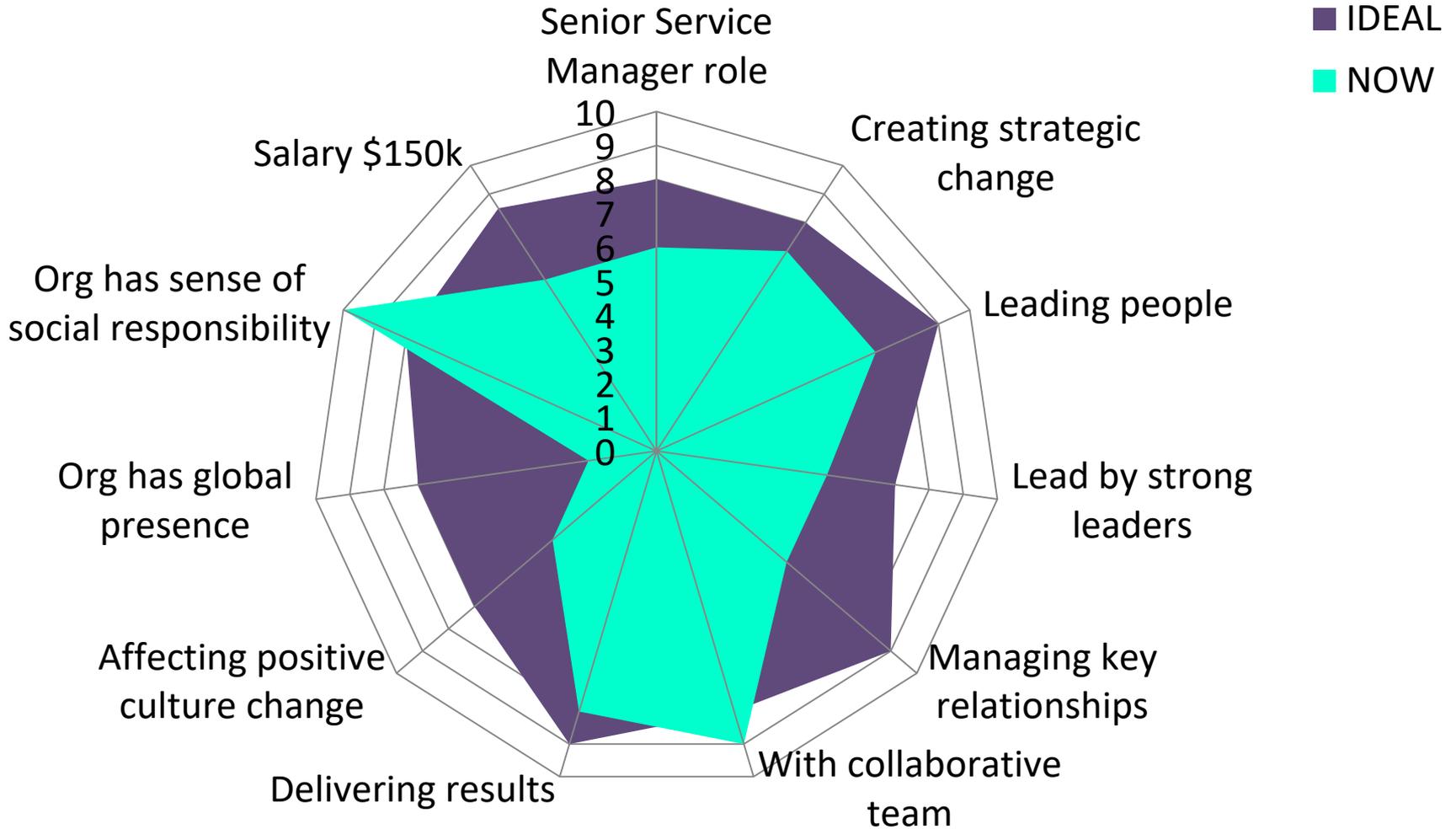
***"Stepping back from the task, being real and relating"***

## **Empowering**

*Leaders achieve through others. A good leader enables their team/sets them loose to perform.*

*I will know when members feel free and empowered to commence initiatives on their own. They complete their work the way they consider it best. **"Draw out the quiet voices"***

Ideal role and gap between ideal (IDEAL) and current experience (NOW).



# Career Objectives

## Short term

- To acquire a new service management role reporting to CIO or head of operations where you can impact real change.
- Growing capability by broaden exposure to greater commercial responsibility
- Consciously being really comfortable in the idea of being a people leader – and understanding the little things that hold you back. (Consciously work with the underlying assumptions – negating or affirming them)

## Long term Intention:

- ***To be a respected leader, known for delivering results through people.***

# Personal/Professional Development

- Personality
  - Watch that your degree of Extraversion doesn't overwhelm some employees. Practice at being a good listener and reflecting on your own development. This will open up more coaching opportunities for you.
  - Bring others in to give you concrete evidence and commercial realities to support your vision
- Balancing and harmonising life
  - Make sure your high level of Drive is balanced with life-giving activities that support your on-going effectiveness.
  - Rest in the idea that your life is already abundant!

