

SKILLS TO SUCCEED ACADEMY

Interactive, online employability
training program.

ACTIVITY PACK

**Choose a
Career 4**

***What Makes You
Tick?***

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What Makes You Tick

This pack contains five activities to help you check that you can apply what you have learnt in the 'What Makes You Tick' module. In activities 1, 2, 3 and 4 you will write down what your interests, strengths, motivations and style are. In activity 5, you will take all the information in activities 1 to 4 and work out what your career options are.

Identifying what makes you tick will help you to better determine what kinds of jobs/careers you may be suited to. By playing to your strengths and personality type you will be better placed to have a more fulfilling time at work.

You will need to use the information from the activities with a * against them in the activity pack for Module 6 of this course 'Get Some Experience'.



Remember the key learning points from this module:

1. It's important to find a career that is **right for you**.
2. You need to identify what you're good at and the type of work you might be interested in. You can do this by digging deeper into your **Interests, Strengths, Motivations** and **Style**.
3. **What interests you?** - You need to think not only of what interests you, but what it is about those activities that make you feel particularly happy, energised or engaged.
4. **What are your key strengths?** - You can figure these out by listening to feedback from e.g. teachers, managers, friends or family. Your key strengths will often also be things that you enjoy or have received positive results from in the past.
5. **What motivates you?** – Think of times in the past where you have been particularly motivated. What was it about those activities that motivated you?
6. **What is your style?** – Look at ways you prefer to carry out different tasks.
7. **Try to balance your interests, strengths, motivations and style** when you are looking at a career. Having a career where these things balance can help you get more enjoyment from your career.

Remember, what makes you tick can change over time – so it is important to check back to this list as you progress through your career.



ACTIVITY 1: Interests

Identifying your interests is really important. If you don't enjoy your job, you might not do very well at it or may not be happy doing it.

The activity below will help you to identify your interests by focusing on times where you may have felt most engaged in an activity.

Think back to experiences you've had and conversations you have shared with friends/family/teachers/managers; lessons you have been in and activities you have participated in where you may have been particularly interested/engaged.

What was it about these activities that you liked?

Use the template below to help you dig deeper into your interests:



Question	Answer
What do you like doing in your free time? Why?	
What activities make you feel energised? Why?	
Think of some examples of times where you have sat up and paid attention.	

Question	Answer
<p>What do you find yourself asking questions about/wanting to know more about?</p>	
<p>Think of some instances where you felt particularly engaged/excited/ confident about what you were doing.</p>	
<p>Look at your answers above. Why do you like these things? Is it the people, the place or the feeling you get when you do this activity or something else?</p>	



ACTIVITY 2: Strengths

Identifying your strengths is important in finding the right job/career for you as you are more likely to enjoy and be more successful in jobs that you are naturally good at.

The activity below will help you to identify your strengths by focusing on times where you may have displayed these at school/work/elsewhere.

Think back to experiences you've had and conversations you have shared with friends, family, teachers, managers in which you may have demonstrated some of your strengths to yourself or others.

Answer the questions in the template below to help understand what you and others think you are good at.



Question	Answer
Think of instances where you have done something and produced a positive result: <ul style="list-style-type: none"> - What did you do? - What was the result? - What brought this result about? 	
What would teachers say you are good at?	
What would your family say you are good at?	
Question	Answer
What would your friends say you are good at?	

<p>Are there any other things people have told you that you are good at? For example, when has someone told you that you have done a task well?</p>	
<p>What things have you found easy to learn in the past? These may be the things that you have a natural ability for.</p>	
<p>What do you remember being good at as a child? Could you pick up any of these activities/skills again now?</p>	
<p>Look at the list of strengths you have written in the sections above. Are any of these strengths suited to any particular careers?</p>	

Question	Answer
Look at the list of strengths you have written in the sections above – are any of these transferable skills ¹ that can be taken into particular careers or jobs?	

Knowing what you are good at is important. Equally, knowing what your ability is for any task is just as important whether it's good, ok, or not so great. You may find that there are some careers that involve doing the things that you are not so good at. Don't reject these careers straight away; instead, find out how much of your time would be spent doing the things you are not so good at, and then make your choice.

You can also work on your weaknesses or the things you are 'ok' at to improve on them. Think about what things you may need to work on for different careers that you are considering and make notes in the box below.

¹ 'Transferable skills' are skills that can be used in a variety of settings, for example time management or communications skills. To find out more about transferable skills you should complete Module 5 – 'Identify Your Skills' in the 'Getting a Job' Course.



ACTIVITY 3: Motivations

Identifying your motivations is crucial to finding a job that you will want to work hard in. If you don't feel the desire to work hard in your job/career, you may not feel satisfied whilst working. It is therefore important to find a job/career that motivates you.

The activity below will help you to identify your motivations by focusing on times where you may have felt most motivated in the past.

Answer the questions in the template below to help you identify these:

Motivations



Question	Answer
What motivates you or makes you happy during a normal day?	
Try to think of times when you have worked hard in the past and why.	
Think about times you have not worked well and what you think would have helped to motivate you?	

Question	Answer
<p>What motivations drive you in general? For example, what do you care about or feel strongly about?</p>	
<p>What do you want your life to be like in the future?</p>	
<p>What is important to you?</p>	
<p>Look at the motivations that you have listed above. Which careers will allow you to do / use these things? E.g. if you are motivated by a purpose such as helping people, you may want to look into careers where you can do this type of activity.</p>	
<p>Are you motivated by any specific goals² either in or outside of your career? If so, are there any careers that will help you to reach these goals?</p>	



ACTIVITY 4.1: Style – Personal Attributes

After identifying your interests, strengths and motivations, it is important to focus on what your style of working is. This will enable you to choose the work that is most suited to you. For example, someone who is a list maker and likes things to be organised may be suited to jobs/careers as wide ranging as: Personal Assistant, Party Planner or Project Manager.

Look at the list of personal attributes below and then write down the top 5 that definitely apply to you and the top 5 that do not, in the template provided.

Accessible	Charming
Adventurous	Cheerful
Aggressive	Clear-thinking
Ambitious	Community-oriented
Amenable	Compassionate
Amiable	Competent
Analytical	Competitive
Approachable	Computer literate
Articulate	Confident
Artistic	Conscientious
Assertive	Considerate
Attentive to details	Consistent
Authoritative	Cooperative
Boisterous	Creative
Bold	Credible
Broad-minded	Curious
Business-like	Daring
Calm	Dedicated
Can-do	Deliberate
Capable	Dependable
Careful	Determined

² 'Goals' are something you would like to achieve e.g. you may have a goal to run your own business one day. To find out more about 'goals' you should complete Module 6 'Get Some Experience' in this Course.

Cautious	Diplomatic
Discreet	Independent
Dominant	Individualistic
Dramatic	Industrious
Dynamic	Influential
Eager	Initiative
Easy-going	Innovative
Efficient	Intellectual
Egotistical	Intelligent
Emotional	Introspective
Energetic	Introverted
Enjoy challenges	Kind
Enterprising	Likeable
Enthusiastic	Logical
Entrepreneurial	Loyal
Firm	Mature
Flexible	Methodical
Focused	Meticulous
Friendly	Moderate
Funny	Moody
Generous	Motivated
Genuine	Neat and tidy
Good 'telephone manner'	Open to new ideas
Good communicator	Open-minded
Good follow-through	Optimistic
Good listener	Organised
Hard working	Original
Health-conscious	Others
Healthy	Outgoing
Helpful	Patient
Honest	

Imaginative	People oriented
Persevering	Perfectionist
Persistent	Strong
Personable	Successful
Persuasive	Supportive
Philanthropic	Tactful
Pleasant	Thorough
Polite	Thoughtful
Positive	Tolerant
Practical	Tough
Procrastinating	Trustworthy
Quiet	Productive
Rational	Punctual
Realistic	Purposeful
Reflective	Quick learner
Reliable	Versatile
Reserved	Visionary
Resilient	Warm
Resourceful	Well-organised
Responsible	Wise
Rude	Witty
Self-controlled	Work well alone
Sensible	Work well with
Sensitive	
Serious	
Sharp-witted	
Sincere	
Sociable	
Spiritual	
Spontaneous	

The words in this list have been referenced from:

<http://www.csi.mmu.ac.uk/go/portal/students/secondyear/personal%20qualities%20word%20list.pdf>
 (please note this page is no longer available)

http://www.careers.uiowa.edu/video/personal_branding_class/additional_materials/Personal%20Brand%20Research%20Survey2.pdf

<p>Steady</p> <p>Strict</p>	
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Style – Part I

Words that describe you	Words that do not describe you



ACTIVITY 4.2: Style – Ways of Working

Now that you have identified some attributes that can describe your personality, you can look to see how these attributes may show themselves in work situations.

Answer the questions in the template below to help you gain a better understanding of the kinds of career that you might be suited to.

Style – Part II



Question	Answer
<p>How do you prefer to carry out tasks?</p> <p>e.g. Do you prefer working...</p> <ul style="list-style-type: none"> • on your own? • with others? • motivated by deadlines? • motivated by working at your own pace? • in one long stretch? • in smaller chunks of time? 	
<p>Observe how others do tasks and ask yourself would you do it in the same way or would you do it differently?</p>	

Question	Answer
<p>Think about why you do things in a certain way – is it because of your values or what you think is important?</p>	
<p>Do you do things in a certain way because you like doing it that way, or because you are good at doing it that way? (Do you play to your interests and/or strengths when approaching a task?)</p>	
<p>Look at the information you have captured about your style above – write down careers where you think your style might be most suited.</p>	



ACTIVITY 5: Your options*

Activities 1-4 will have given you lots of information about what makes you tick. Now you need to use that information to work out what your career options may be.

Let's start by using Ravi's example from the module:

<i>Interests</i>
-Phones
-Cars
-Sports (especially football)
-Keeping fit
-Talking to people
-Responsibility

<i>Strengths</i>
-Good communication skills
-Good at organising
-Good at noticing when things are out of place at work

<i>Motivation</i>
-To earn enough money to provide for my family
-Being active at work
-Being able to go outside during the work day

<i>Style</i>
-Friendly
-Chatty
-Being able to keep calm when my brothers are getting into an argument

These are all things that make Ravi tick and he can use them to help him be more self-aware. This in turn can help him make the right career choices.

Using the information you have created for yourself in Activities 1-4, take a highlighter pen and highlight in the templates the things that really make you tick.

If you are doing the pack online you can use the highlighter function by selecting View/Comment/Annotations from your menu bar. Select the text you want to highlight in the document using your cursor, and then select the highlighter icon



from the icons in the 'Annotations' box.

Detailed instructions on using this function can be found at the end of this activity pack.

Once you have done this, write a summary (like Ravi's) in the box below:

Interests:
Strengths:
Motivations:
Style:

You may find that some of the things that you have discovered about yourself are conflicting. For example you may be really good at art (like Nan) but even though art is one of your strengths it may not motivate you or interest you.

If you have any areas like this, don't discount them - make a note of them in the template on the next page and give yourself some actions to explore these in more detail.

Make sure to ask for help from an advisor, teacher, friend or family member. Try to pick people you think can be more objective about your interests, strengths, motivations and style than you can be yourself.

Question	Answer
<p><i>EXAMPLE: Art is my strength, but it does not interest me.</i></p>	<ul style="list-style-type: none"> - <i>Research different art-based careers e.g. graphic designer, advertising, media, teaching, others?</i> - <i>Talk to art teacher about whether I have the strengths for any of the careers I find.</i> - <i>Talk to people who work in these careers to see what they are really like.</i> - <i>Although art itself does not motivate / interest me – are there elements of these careers that motivate / interest me?</i>
<p><i>EXAMPLE: I am really interested in being a dancer, but I'm not good at all types of dance.</i></p>	<ul style="list-style-type: none"> - <i>Look to see if there are any classes that may help me improve the dance forms I am weak at.</i> - <i>Research whether there are careers or jobs that will focus on the types of dance I do excel at.</i> - <i>Involve yourself in world of dance but not be a dancer.</i>

Remember it is important to use the information that you have gathered in this activity pack to investigate what makes you tick a bit more...

- Discuss what you have discovered with other people who can help. The National Careers Service provides access to advisors via their website.
- Try out more online questionnaires to get more information to make you more self-aware.
- Don't forget that over time your interests, strengths, motivation and style can change (just like it did for Blake) so don't forget to revisit the four areas regularly especially when your circumstances change



LINKS:

The links below are examples of websites that can help you uncover your interests, strengths, motivations, style and options:

- <https://nationalcareersservice.direct.gov.uk/tools/skillshealthcheck/Pages/default.aspx>
- <https://www.plotr.co.uk/>
- <http://www.kent.ac.uk/careers/Choosing/strengths.htm>
- <http://www.careertest.net/>
- <http://www.careerswales.com/server.php?show=nav.9540>
- <http://www.careerswales.com/server.php?show=nav.9533>

There are many websites and questionnaires on the internet that can help you identify your personality type and the associated careers you may enjoy as a result. Have a look around.



USEFUL RESOURCE

Skill Builder can help you learn more about how to identify your strengths and career interests.

The Skills Builder Partnership is a collaboration of over 700 educators, organisations and employers working together towards a common mission: to ensure individuals of all ages build the essential skills to succeed. An essential skills framework has been developed which breaks down eight essential skills into teachable and measurable steps. These are skills that you may already have, or skills you would like to develop.

Throughout the 'What Makes You Tick' module, you have practised **all skills** in the Skills Builder framework. Throughout the activity pack, you have built your understanding of:

- How brainstorming can help to successfully identify your strengths, motivations, interests and style. Activities 1-4 in this pack reference **Step 3** of the essential skill **Creativity** in the Skills Builder framework: *"I generate ideas when I've been given a clear brief"*.
- How carrying out research and paying close attention to multiple sources of information on possible career paths can lead to a fulfilling working life. Activity 5 references **Step 7** of the essential skill **Problem Solving** in the Skills Builder framework: *"I explore complex problems by building my understanding through research"*.

For more information, please refer to <https://www.skillsbuilder.org/universal-framework>, where you can access the Skills Builder Interactive Universal Framework.



REMEMBER

These Activity Packs are yours to keep. Make sure you review them regularly and keep them updated.

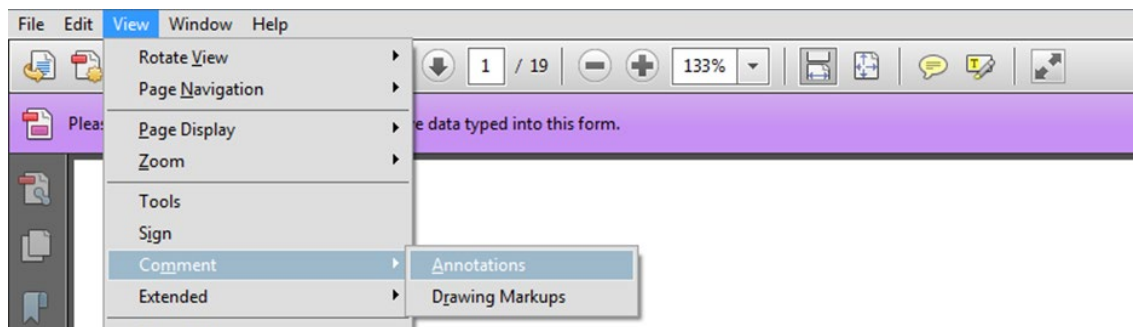
You could also discuss them with advisors, friends, family and anyone else who you think could help you get some feedback.

If you haven't already completed
Choose a career – Module 4 – What Makes You
Tick
in the Skills to Succeed Academy, give it a go!
www.s2sacademy.com.

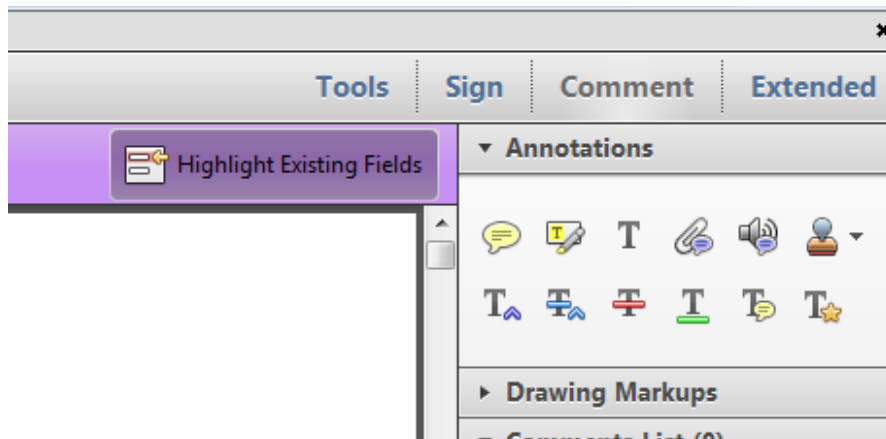
Instructions for Highlighting Text

To highlight text in the activity pack when completing the pack online, follow the instructions below:

1. Select 'View' then 'Comment' then 'Annotations' from your menu bar



2. This should bring up a box on the right of your screen called 'Annotations'.



3. Select the text you want to highlight in the document using your cursor.



4. Select the highlighter icon from the icons in the 'Annotations' box.

5. The text you have selected should now be highlighted.