

Session 410

# Career Path Development

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**CAREER PATH DEVELOPMENT  
Phyllis Lieberman & Keith Earley  
3:45 p.m. to 4:45 p.m.**

Agenda

- I. Introduction
  - A. Overview of the Hour
  - B. Why are you here?
    - Discuss key assumptions
      - Career in doldrums
      - Leverage legal skills
      - Disenchanted with law
    - Informal demographics assessment
      - Type of company
      - Tenure
      - Management vs staff position
  - C. Facilitators' introduction
    - Our decisions
    - How things have worked out
    - Processes used to make decisions
  - D. Handout - Steps to Career Transition
- II. Participant Exercise
  - A. Work values inventory
  - B. Frame discussion
- III. Discussion of Results of Participant Exercise
  - A. Collective level
  - B. Overview of options
- IV. Questions and Answers/Open Discussion
- V. Explain Handouts - Additional Self-Assessment Instruments

## CAREER PLANNING

### Steps to Career Transition

Career transitions follow a similar pattern: self-assessment, researching the options, implementation or action stage.

#### 1. *Self-evaluation and career exploration*

During the first stage of the process it is important to analyze your present position, review your past decisions, and complete self-assessment exercises dealing with your values, goals, work style and personality. Since each person is a unique individual, it is only through this self-assessment process that you can come to understand what kind of work will provide the most satisfaction.

#### 2. *Researching the options*

After you are aware of who you are in terms of the world of work, you need to research the options. What jobs are there in the marketplace that interest you enough to pursue them with some excitement and commitment? Networking and informational interviewing provide valuable information as to what a job is really like as well as ideas and advice.

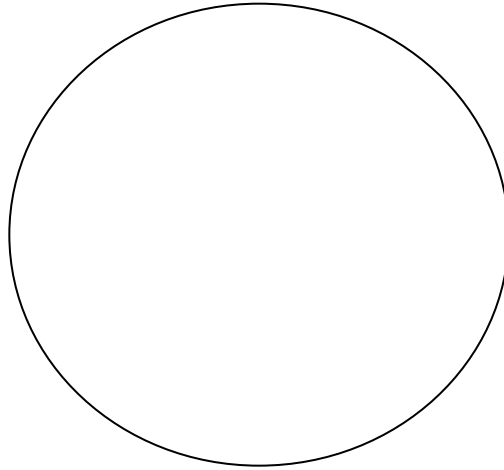
#### 3. *Action Stage*

The third step is to structure and implement a job campaign using a targeted resume, cover letter, and all the contacts you have made during your research phase. This stage includes interviewing and considering and accepting offers.

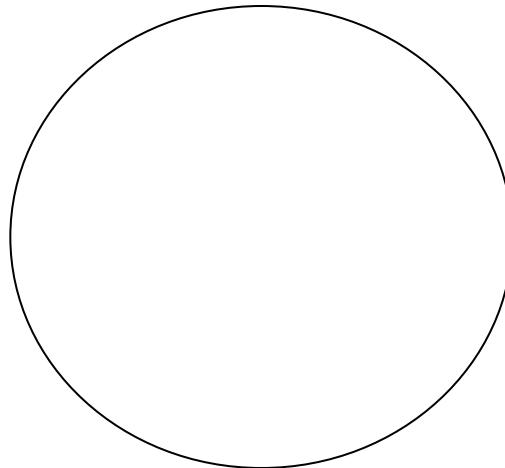
The career transition process requires a great deal of time and persistence. There is also a natural resistance to change since change involves the discomfort of risk and venturing into the unknown. Most of us, by necessity, will be making many job and even career changes in a lifetime. Self-assessment and a plan of action can help insure that the change you make is done with thought and insight so that your new job provides a good fit with who you are.

## CIRCLE OF LIFE

DIVIDE THIS CIRCLE SO THAT IT REFLECTS THE ROLES AND/OR THE ACTIVITIES OF YOUR LIFE AS IT EXISTS TODAY. THINK ABOUT TIME SPENT ON WORK, RECREATION, COMMUNITY ACTIVITIES, SPIRITUAL MATTERS, SOCIALIZING WITH FRIENDS, FAMILY IMMEDIATE AND EXTENDED HOBBIES AND INTERESTS, INCLUDE OTHER CATEGORIES THAT ARE RELEVANT. FURTHER DIVIDE THE TIME SPENT AT WORK INTO DIFFERENT ASPECTS OF YOUR CURRENT POSITION.



TAKE GOOD LOOK AT YOUR CIRCLE. ARE YOUR ROLES/ACTIVITIES IN PROPORTION TO THE WAY YOU WOULD LIKE THEM TO BE? IF NOT DRAW YOURSELF A NEW CIRCLE. CHANGE THE PROPORTIONS THE SEGMENTS TO MORE ACCURATELY REFLECT THE BALANCE OF YOUR LIFE COMPONENTS AS YOU WOULD LIKE THEM TO BE.



WHAT DO YOU NEED TO DO TO EFFECT THESE KINDS OF CHANGES?

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**Defining the Positive and Negative Factors in Your Jobs**

List each job you have held. What things did you like about each job? What things did you dislike? Focus on finding a job that has more of your likes than dislikes—both in terms of your activities as well as in the work environment.

1. Job Title: \_\_\_\_\_

The Positives (“likes”)

The Negatives (“dislikes”)

2. Job Title: \_\_\_\_\_

The Positives (“likes”)

The Negatives (“dislikes”)

3. Job Title: \_\_\_\_\_

The Positives (“likes”)

The Negatives (“dislikes”)

4. Job Title: \_\_\_\_\_

The Positives (“likes”)

The Negatives (“dislikes”)

## **Defining Yourself**

- 1. After completing school, which subjects did you continue to study or read about? What new interests did you develop?**
- 2. If you were able to work three days a week, what would you do with the other four days?**
- 3. How do you spend your spare time now? Do you have enough free time to do the things you enjoy?**
- 4. What abilities and characteristics have you been complimented on by others?**
- 5. What do you most admire in yourself?**
- 6. What two things would you most like to change about yourself?**

## VALUES EXERCISE

Take 15 minutes and respond to the questions "What do you want from your life in the next five years?"

Individual: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Family: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Social: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Career: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Financial: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Community: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Spiritual: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## WORK VALUES INVENTORY

Values are our personal “What Counts” factors. They influence the careers we choose and the jobs we take or avoid, so it’s important for each of us to be aware of what we most want in and from our work.

Listed here are some of the values and needs that people seek in their work lives.

- Read over the list several times. Then mark in front of each item either an H, an L, or an M, depending on whether that value has High, Low, or Medium Importance for you at this point in time.
- When you’re finished, review your “Highs.” Then select from among them your five top work values...and note them on the last page of this exercise.

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___	Achievement	Produce results that are significant according to my professional standards
___	Advancement	Consistently move on to better opportunities
___	Adventure	Work duties involve risk-taking of some sort
___	Aesthetics	Be involved in studying or appreciating the beauty of objects or ideas
___	Artistic Creativity	Engage in creative work in any artistic medium
___	Belonging	Sense of being a contributing part of an enterprise
___	Change & Variety	Work responsibilities frequently change in content and setting: are seldom routine or predictable.
___	Competition	Engage in activities where there are clear win/lose outcomes
___	Creativity	Create new ideas, programs or structures departing from those already in existence
___	Excitement	Experience a high degree of (or frequent) excitement in the course of my work



___ Fast Pace	Work in circumstances where there is a high pace of activity, and work must be done rapidly
___ Friendships	Develop close personal relationships with people as a result of my work activities
___ Help Others	Be involved in helping other people in a direct way, either individually or in small groups
___ Help Society	Do something to contribute to the betterment of the world I live in
___ Independence	Be able to determine the nature of my work without significant direction from others; not have to do what others tell me to
___ Influence People	Be in a position to change attitudes or opinions of the people
___ Intellectual Status	Be regarded as a person of high intellectual prowess or as one who is an acknowledged "expert" in a given field
___ Knowledge	Engage myself in the pursuit of knowledge, truth and understanding
___ Leisure	Work which allows significant time off to pursue non-work related activities
___ Location	Live in a place which suits my preferred life style
___ Make Decisions	Have the power to decide courses of action, policies, etc.
___ Mental Challenge	Have constantly to face and resolve complex problems
___ Physical Challenge	Have a job that makes physical demands which I would find rewarding
___ Power and Authority	Control the work activities or (partially) the destinies of other people
___ Precision Work	Work in situations where there is very little tolerance for error

___ Profit, Gain	Have a strong likelihood of accumulating large amount of money or other material gain
___ Public Contact	Have a lot of day-to-day contact with people
___ Recognition	Be recognized for the quality of my work in some visible or public way
___ Security	Be relatively assured of job security and reasonable financial reward
___ Stability	Have a work routine and job duties that are largely predictable and not likely to change over a long period of time
___ Status	Enjoy the respect and admiration of others because of the kind of work I do, the prestige of the organization I work for or the title/level of my job
___ Strong Interest	Work activities/occupation must be deeply engaging, intrinsically interesting
___ Supervision	Have a job in which I am directly responsible for the work done by others
___ Time Freedom	Have work responsibilities which I can work at according to my own time schedule; no specific working hours required
___ Work Alone	Do projects by myself, without any significant amount of contact with others
___ Work Under Pressure	Work in situations where time pressure is prevalent and/or the quality of my work is judged critically by supervisors, customers or others
___ Work with Others	Have close working relationships with a group; work as a team toward common goals

VALUES INVENTORY SUMMARY:

- Can you think of any work values of major importance to you that were not included in the list above? If so, please add them here.

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- Now...list your five (5) highest work values...those most important to you at this point in your life and career.

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- If you can, rank order the five values selected above.

Which is #1?

Which is #2?