Using Clarifying Career Choices Cardsorts With Clients
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Content
- Introduction
- The Career Dynamic career decision making model™
- Demonstrating the use of the four cardsorts
- Synthesizing client data
- Questions

Cardsort development:
- 2 year process of research and validation
- Starting point was benchmarking all existing products internationally.   Analyzed every list, inventory, statistic, website
- Developed prototypes focusing on
    - 360° range of industries and sectors
    - Comprehensive and accurate cross section of real jobs in the marketplace
    - A range of generic skills based on interest vs. competency
    - A compilation of meaningful values especially those we heard our clients articulating every day
- Aimed to create practical and relevant language
- Comprehensive cross referencing back to the real marketplace via situations vacant, websites etc
- All editions will be updated and reviewed regularly
- Each cardsort comes with a master or workbook
- Instruction card in each set
- Australian version being developed
- Currently building a website to support
- Timeline:
    - Developed a 1st edition after 12 months
    - Tested them on a diverse range of clients for another 12 months
    - Edited, re-wrote, edited again and re-wrote 10/12 times
    - Have been using the finished products now for 6 months

Core career concepts:
- Vocational identity and purpose
- The notion of 'fit'
- Life development stages
- Critical pathways
- Triggered reflective thinking
- Meta competencies
- Portfolio work boundaryless careers
- Preferred skills vs. competency

Session organisation:
Typically 2 sessions 1.5 hours each session, ½ weeks apart

Session One:
- presenting need analysis
- blending career concepts as they arise
- career decision making process
- Cardsorts:
  - industry
  - jobs
  - skills
- homework

Session Two:
- values cardsort
- synthesis
- action planning

Using Clarifying Industries of Choice

Facilitator Question:
- Consider the industry or set of related industries described on each card and decide if they are of potential interest to you – suspend reality.
- You do not need to have prior experience in the industry, just an innate or gut instinct that it is of interest to you.

Process:
Take the cards that are of interest & sort them into the category headings described on the base line of each card:

- Creative
- hospitality . tourism . entertainment
- land . outdoors
- manufacture . production . distribution
- people . social . support
- sales . marketing . trade
- sport . recreation
- trades

- health
- information communication technology
- law . language . communication
- numeric . finance . financial
- regulatory . protection . inspection
- science
- technology . engineering
- transport . construction . property

Lay these clusters in vertical rows & record on the master sheet

Discuss Insights:
- Ask the client to discuss the clusters of industries that are of most interest.
- Be aware that the cards are not numerically weighted therefore a category of very few cards could be of equal interest to one containing many cards.
- Leave these cards on the table before commencing the Clarifying Jobs of Interest card sort

Using Clarifying Jobs of Choice

Facilitator Question:
- Consider each of the job title cards & decide if this job or set of related jobs is of potential interest to you – suspend reality?
- You do not need to have prior experience in the job, just an innate or gut instinct that it interests you.

Process:
Take the cards that are of interest and sort them into the category headings described on the base line of each card.   Same category headings as Industries

Lay these clusters in vertical rows below the industry cards & record.

Discuss insights:
- Ask the client to think about which job clusters interest them the most.
- Look for patterns that are now forming – e.g. the client is interested in the creative and health industries & also likes the jobs found in those industries.
- However they may have identified a number of generic business management or administrative roles of interest that could be related to any of the industries that are of interest.

Using Clarifying Skills of Choice

Facilitator Question:
- Consider each skill statement & ask yourself – do I want to use this skill at work in the future?
- Suspend reality - You can ignore skills that you are good at but don't enjoy using or include skills that you have never used or have little competency in but know intuitively that you would like to use them at work in the future.

Process:
Take the cards of interest and sort them by the category headings described on the base line of each card:
- business management
- critical thinking
- research . information management
- hands on creative

- people . interpersonal
- creative thinking . innovation
- customer service . sales
- hands on physical

  Record each skill statement.

Note: If the client has cards in the creative thinking. innovation & critical thinking categories ask them this question;   Do you want to use these skills as quite separate functions or are they problem solving skills?
Take a sheet of paper & draw a circle.   Underneath the circle write the category headings of your preferred skills.

Ask the question:
What percentage of time in your ideal, hypothetical or make believe job would you like to use these skill clusters in relationship to each other.   You may like to combine two or more together e.g. business management & problem solving.   You will create a pie chart of preferred skill use.

Using Clarifying Values of Choice

These values will fall into four categories:
- Job
- Culture & Environment
- Workstyle
- Personal Life.

Facilitator Question:
- Consider each of the value statements & decide if they are of importance to you or are of no importance to you in your work & life regardless of your current situation?
- Take the cards that are of importance to you and reduce them to the <u>ten</u> that are of most importance.
- These statements reflect your mandatory or non negotiable values.

Process:
Take a sheet of paper & write your top 10 value statements down the left side of the paper in no particular order.   Across the top write 3 columns labelled:

Top 10 Values: Not satisfied   Sometimes satisfied   Nearly always satisfied

- Evaluate your last or current job against these value statements & rate them by an x in the appropriate column.
- Take a different coloured pen or symbol and evaluate another job – it could be a previous job or a potential future job.

Discuss Insights:
Compare the scores for each job and consider if the scores will improve or diminish over time.

Synthesizing Client Data

Preparation:
Take a large sheet of paper and draw **4 large over lapping circles** in the centre:

Top left of the page write **Contexts**

Top right of the page write **Conclusions**

Bottom quarter of the page write **Action Planning**

Analysis and recording:
Go back to the **industries** master sheets and ask the client to identify the to 5 clusters of interest and list them under Contexts

Go back to the **jobs** master sheets and ask the client to identify the top 3 clusters of jobs of interest and list them under Contexts

Go back to the **skills summary circle** and record it on your master sheet. Now take this circle and evaluate which of the jobs on your master it fits well with. Write all of these jobs at the bottom of the contexts line of the paper.

Example:

<u>**Contexts:**</u>

Industries:
- creative
- heath
- people
- sport . recreation
- trades

Jobs:
- Creative
- Health
- People

Jobs that fit well with skills of interest:
- Audiologist
- Medical imager
- Mufti media, digital, web designer

Values:
Take the top 10 values cards and write them into the circles indicated on the bottom line of each card e.g. **Job or Workstyle** etc

Conclusion:
Discuss with the clients any conclusions or insights that are obvious to them and write them down the right hand side on the page e.g.
- I am most interested in work involving a practical hands on
- I like working with people
- I need highly autonomous roles
- It seems tertiary training is inevitable

Action Planning:
Now go to the Action Planning section:

In summary what are the jobs or industries that I need to focus my research and reality testing on:
- What information do I need to find out and where can I find it
- Who could I talk to, to reality test these jobs
- What work sites could I visit to test my interest.