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ACKNOWLEDGEMENTS

This version of the guide was made possible thanks to the support of Human Resources and Skills Development Canada (HRSDC) under the Workplace Skills Initiative (WSI).



Human Resources and
Skills Development Canada

Ressources humaines et
Développement des compétences Canada

A project of the Canadian Research Working Group on Evidence Based Practice in Career Development



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WHY USE THIS GUIDE AT THIS TIME?

"As to the future, your task is not to foresee it, but to enable it" (Antoine de Saint-Exupéry).

My Career GPS is a guided approach for working adults to take a "time-out" to reflect on their career lives, wherever they are in their career journey, and to take steps to "enable" the future they would like to have.

Why would I invest my time in doing My Career GPS?

What does it cover?

How should I approach it?

What can I expect to get from this?

Why use this guide?

Developing your work life is a dynamic process that is always in flux. The labour market is evolving rapidly owing to the changing characteristics of labour and organizations, the arrival of new technologies, and the effects of globalization. In addition to that, you too are evolving as a person. Your needs, aspirations, and preferences change according to your various life experiences.

Don't forget that you will spend more than half your life at work! How do you want to live that life? It might be worthwhile to stop and think about it. That's what this guide offers you: an approach to thinking about your career development.

This approach proposes a structured analysis for

- ✓ Taking stock of your current situation at work;
- ✓ Identifying who you are as a working person;
- ✓ Identifying what you want to accomplish as a working person;
- ✓ Assessing your experience at work;
- ✓ Setting goals to vitalize your development plans.



HOW DO I USE THIS GUIDE?

"As to the future, your task is not to foresee it, but to enable it," said Antoine de Saint-Exupéry. A plan is not simply an idea of what your work life can become; it is primarily a future to be built and carried out, an outline of possible actions. A plan is not free and does not come about just by chance. It requires a commitment to changing certain things in your personal and work life, changes that can be made only if you take action in your work life. Your plans will bring you more satisfaction if you take control of them.

How do I use this guide?

This approach will provide you with an overview of your working life and enable you to watch it evolve until it is consistent with your needs, interests, skills, values, and aspirations.

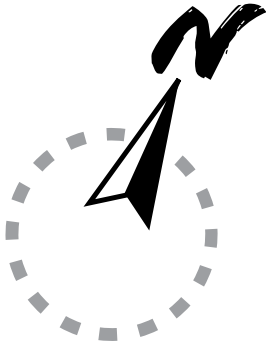
The guide proposes a step-by-step approach to reflecting on your career. This is not done on the run; you have to spend the required amount of time on it and go at your own pace. Do a few exercises at a time. Think of the time you spend on it as special moments dedicated to improving your work life. You will then have a rich and rewarding experience on many fronts.

To complete this guide, we suggest that you read over the description of the sections on pages 6 and 7. That will enable you to determine whether you need to complete the whole guide or just certain parts of it.

This guide is yours, like a confidential logbook. No one other than you will be able to look at what you write in it.

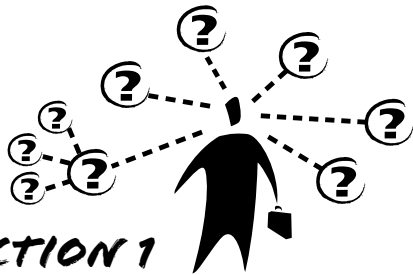


MY GPS



Like a GPS, the 7 sections of this guide propose a 7-step itinerary. Each section enables you to reflect more deeply on yourself and your work situation as you identify your personal and career plans.

To benefit from this guide as much as possible, we recommend that you discuss your plans with others. That way, your thoughts will be more relevant and helpful. Your organization may also help you in setting your career goals or searching for information. Other people within your network, such as co-workers, friends, and family members, can offer you support. Feel free to ask for their advice.



SECTION 1

How Are Things Going at Work?

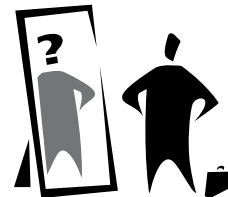
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SECTION 2

Is Your Life Satisfying?

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SECTION 3

Who Are You at Work?

PAGE 43





SECTION 7

What Can You Do
to Have a Healthy Career?

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SECTION 6

What Does Your Future Look Like?

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SECTION 5

Have You Thought About
Your Work Future?

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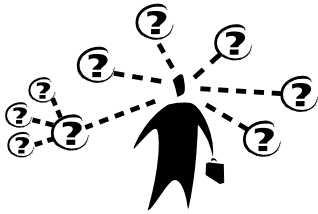
SECTION 4

How Can You Strike a Balance
Between Your Work and Personal Life?

PAGE 107



OVERVIEW OF GPS SECTIONS



SECTION 1

HOW ARE THINGS GOING AT WORK?

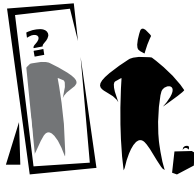
Do you know the **key elements** to be considered in your work life? In this section, we propose that you complete a **questionnaire** that will help you do this. Your results will enable you to profile your perceptions regarding your career management and identify the key elements you should work on first.



SECTION 2

IS YOUR WORK LIFE SATISFYING?

Your level of satisfaction at work has an impact on the quality of your whole life. The exercises proposed in this section will enable you to identify what is satisfying and unsatisfying at work and your expectations regarding your work situation. Possible development plans will emerge from these exercises.



SECTION 3

WHO ARE YOU AT WORK?

In this section, you will feel emotions, explore your past and your present, and finish by thinking about your work life so you can act with more self-awareness. It will enable you to identify the significant stages in your development, your generic and specific skills, the dominant traits of your personality, and the core values guiding your actions and your future. Lastly, these key elements together will enable you to look at your work life with a fresh perspective.



SECTION 4

HOW CAN YOU STRIKE A BALANCE BETWEEN YOUR WORK AND PERSONAL LIFE?

This section will show you that success in your work life is related to the harmonious development of your other personal plans. You will examine the other aspects of your life: family, social, financial, spiritual, personal development, and health. You will then be able to identify what you want to develop first.





SECTION 5

HAVE YOU THOUGHT ABOUT YOUR WORK FUTURE?

The exercises in this section will allow you to look towards the future and make plans. It's at this stage in the journey that your goals will start to take shape. You'll get in touch with your dreams, describe your dream job, and make plans for the future.



SECTION 6

WHAT DOES YOUR FUTURE LOOK LIKE?

Before you go any further with formulating your plans, this section proposes that you check your self-appraisal with your network, while taking into account your work environment (needs, requirements, resources, and constraints). You'll then be in a better position to see how you can harmonize your plans with your employer's. You'll also be able to decide where you want to realize your aspirations.



SECTION 7

WHAT CAN YOU DO TO HAVE A HEALTHY CAREER?

In the last section, you'll see that your personal and career plans don't just boil down to a series of objectives. Any plan must have a target to be meaningful. You'll learn to construct your plans so they can be implemented as you pursue specific, measurable, attainable, positive, and personal goals.

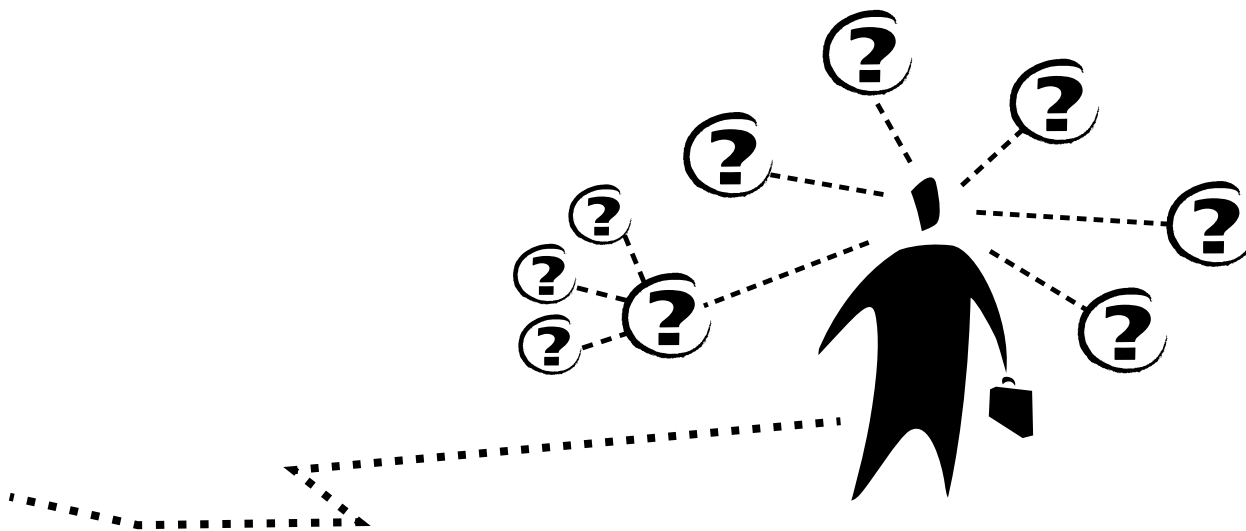
Take each section in small doses. With each exercise, you'll be able to go a little bit further. You are advised to take your time.

Also, this approach doesn't replace consulting with a career development expert (career counsellors, for example), but rather enables you to engage in self-reflection that may help you in your development plans.



My Career GPS includes a number of questionnaires and suggested activities, all designed to tell you more about you. You will explore what factors are working for you in your workplace and what are not; you will take stock of your strongest skills and decide on what personality profiles describe you best; you will reflect on your core values and your overall life-work balance. You will score yourself and be guided in interpreting the results and giving them meaning.

Here is a taste from Section 1 that includes 21 of 56 statements designed to give a picture of you and your work situation. These are the kinds of statements you will consider:



SECTION 1

HOW ARE THINGS GOING AT WORK?

Do you know the things you should consider so that you can be the architect of your own work life? The questionnaire¹ that follows will enable you to take stock of your work life and your perceptions of it.

¹ This questionnaire is taken from a career management program that has been tested by Liette Goyer and Sylvie Saint-Louis at medium-sized businesses in Quebec over the past 15 years. It is an adaptation of the Questionnaire d'identification des perceptions individu - environnement (QIPIE) developed by Sylvie Saint-Louis, guidance counsellor.



IDENTIFYING YOUR PERCEPTIONS REGARDING YOUR CAREER MANAGEMENT

As a first step, we propose that you take stock of various aspects that can impact your work life.

The following questionnaire contains 56 statements relating to perceptions or opinions that people may have about their career. It may help you to identify your perceptions.

Instructions

- ① Remove the response sheet on page 15.
- ② Respond to each statement without over thinking. First impressions give the best results on a questionnaire like this one.
- ③ On the answer sheet, indicate whether you disagree or agree with each of the statements. If you

Disagree completely	circle	1
Disagree	circle	2
Are neutral or undecided	circle	3
Agree	circle	4
Agree completely	circle	5

- ④ Use Neutral or undecided (3) as little as possible and only if you don't understand what the statement means or if you can't come up with a response to the statement. Try to respond to each of the statements, however.



QUESTIONNAIRE

IDENTIFYING YOUR PERCEPTIONS REGARDING YOUR CAREER MANAGEMENT

Disagree completely 1
Disagree 2
Neutral or undecided 3
Agree 4
Agree completely 5

1. The type of job I end up with will depend more on my personal efforts than on chance.
.....
2. Training and upgrading contribute to my development.
.....
3. I have a very hard time making decisions about my career; I'm afraid of making a mistake.
.....
4. I don't know enough about my work interests.
.....
5. My work environment has a significant impact on my career development.
.....
6. Work is just a way of making money.
.....
7. I have a hard time identifying my skills.
.....
8. I believe I'll be able to implement my career development plans without too much trouble.
.....
9. It is very important to consider my interests and abilities when it comes to developing my career.
.....
10. Generally, I'm not motivated to find out about job opportunities within the organization or elsewhere.
.....
11. I enjoy taking courses.
.....
12. My work future seems vague or undefined to me.
.....
13. It's pointless to think about the type of job I'd like to have in three years; that's so far in the future.
.....
14. I don't invest much time or energy in my work life.
.....
15. I think of myself as being independent from my work environment when planning my career.
.....
16. I know my abilities.
.....
17. When making decisions about my career, I trust myself completely.
.....
18. Work is important to me; it's a way of realizing my potential and feeling fulfilled.
.....
19. Training really helps to develop my abilities.
.....
20. I feel incompetent when it comes to developing my career.
.....
21. I feel that I know very little about jobs.
.....



Here is an example of how you will be guided in understanding and interpreting your results:

INTERPRETING YOUR PROFILE

IDENTIFYING YOUR PERCEPTIONS REGARDING YOUR CAREER MANAGEMENT

Your profile reflects your attitudes towards your work future, your self-knowledge, your career advancement, your work environment, and what work means to you.

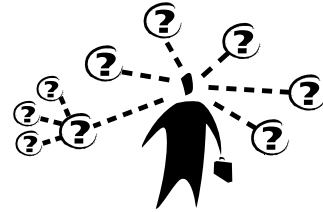
Your attitudes can influence the development of your career and the way in which you make decisions.

In order to understand your scores properly, you need to determine where you earned the highest scores and where you earned the lowest. The maximum score on each scale is 100. However, to judge their weight, you have look at the scales in relation to your overall score.

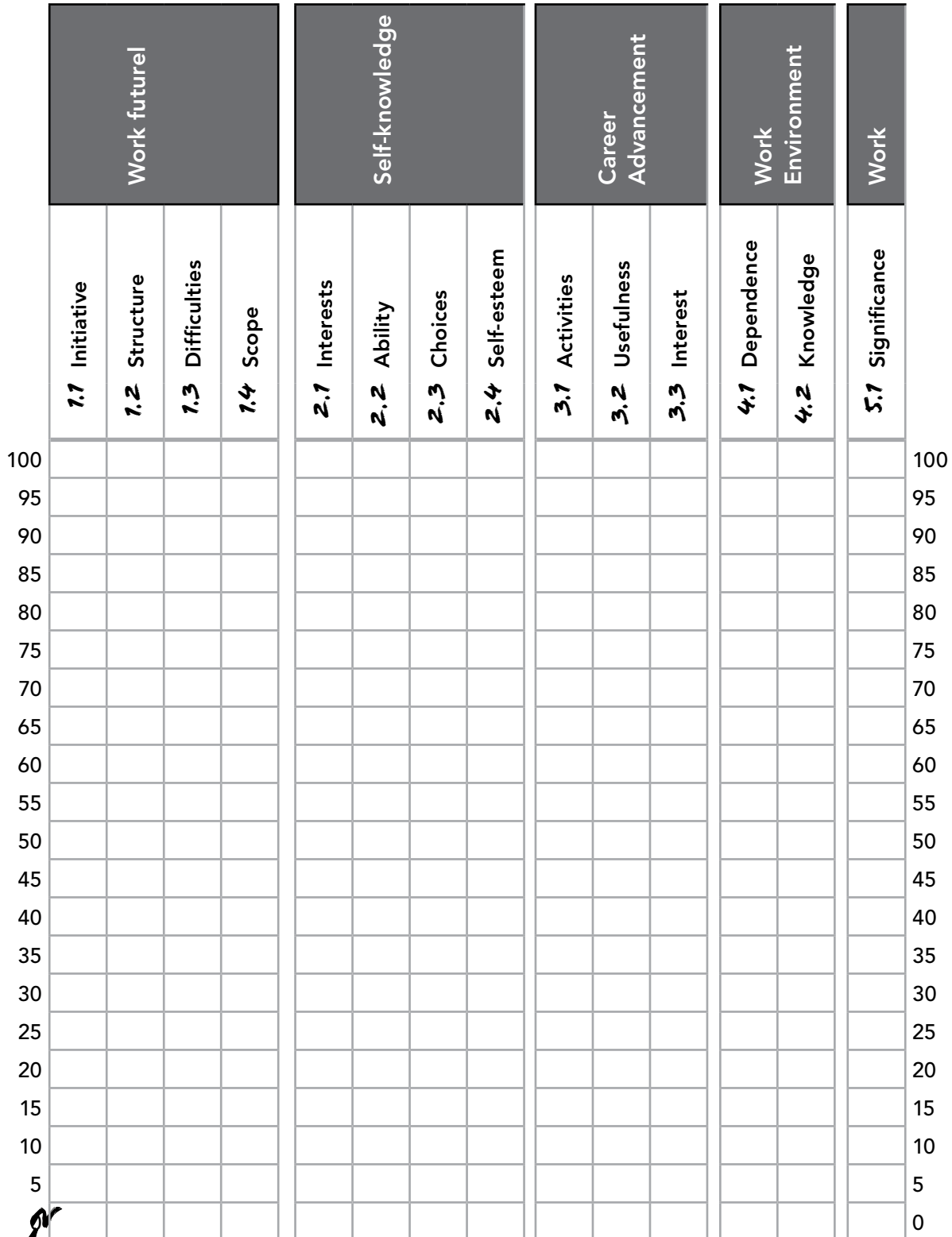
You are then asked to read over the definitions of each scale to validate your answers. Generally speaking, the higher your scores are, the more your attitudes prompt you to be proactive and engaged in your career development. Low scores on certain scales are indicators of areas you need to work on. However, there is no good or bad profile. Your profile tends to reflect what you are feeling or thinking at the moment.



YOUR PERCEPTIONS PROFILE



HISTOGRAM OF MY SCORES



DEFINITIONS OF SCALES

1. WORK FUTURE

1.1 Initiative

High score

Indicates that you believe your work future depends mostly on your personal actions.

Low score

Indicates that you believe your work future depends more on chance and is defined by outside events or circumstances.

1.2 Structure of the future

High score

Indicates that you have a specific, structured, organized view of your work future.

Low score

Indicates that you have a muddled, vague, and unclear view of your work future.

1.3 Level of difficulty facing the future

High score

Indicates that you think you put your plans into effect without too much trouble.

Low score

Indicates that you think your future plans will be hard to put into effect; you doubt you can implement them.

1.4 Scope of the future

High score

Indicates that, when you think about your work future, you consider it over quite a long period of time. You have fairly long-term plans.

Low score

Indicates that, when you think about your work future, you consider it over a short period of time. You may not like to carry out plans that extend over a period of several years.



2. SELF-KNOWLEDGE

2.1 Knowledge of your interests

High score

Indicates that you feel you have a good understanding of the things and activities you enjoy.

Low score

Indicates that you feel uncertain about your tastes and interests or that you feel you don't have any major interests.

2.2 Knowledge of your abilities

High score

Indicates that you have a good understanding of what you're capable of and what your main work skills are.

Low score

Indicates that you feel you don't really know what your abilities are. Your work skills are not apparent to you.

2.3 Importance placed on interests and aptitudes

High score

Indicates that you feel it's very important to consider your interests and aptitudes when it comes to developing your career.

Low score

Indicates that you don't feel it's very important for you to consider your interests and aptitudes when it comes to developing your career.

2.4 Career self-esteem

High score

Indicates that you have confidence in your capacities, that you believe in your ability to identify your career plans, and that you can make decisions in that regard.

Low score

Indicates that you have doubts about your skills and ability to make career development plans.



Some sections will mean more to you than others. You are encouraged to keep a rating for each section— what was helpful to you, not so helpful, how much do you know now compared with when you started? You can go back to the sections which were most meaningful to you personally many times. Here is one example:

Leave blank


EVALUATION SHEET - SECTION 1

Name

Day

Month

Year

 In this section, to what extent did you complete the following activities?			Did you find the exercises helpful? This is a two-part process: (A) Determine whether the exercise was helpful or not (B) Give a rating of between 0 and 4				
I didn't complete them	I partially completed them	I completed them all	NOT HELPFUL		HELPFUL		
			Not helpful	Almost helpful	Somewhat helpful	Helpful	Very helpful

SECTION 1 HOW ARE THINGS GOING AT WORK?

Exercises	Pages								
Questionnaire Identifying your perceptions regarding your career management	10 to 18	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0	1	2	3	4
Your perceptions profile: histogram of my scores	20 to 24	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0	1	2	3	4
Better understanding your profile: summary of Section 1	25	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0	1	2	3	4



EVALUATION OF ACHIEVEMENT OF SECTION 1 OBJECTIVES

We would like you to evaluate how well you achieved each of the objectives in this section. In the first column, indicate your level of achievement **before** you did the activities in this section and, in the second column, evaluate your level of achievement **after** completing the section.

In both cases, this is a two-part process:

- (A) Determine whether your achievement of the objective was acceptable or not, and then
- (B) Indicate the achievement level that applies
 - 0 Unacceptable
 - 1 Almost acceptable
 - 2 Acceptable
 - 3 More than acceptable
 - 4 Exceptional

SECTION 1 HOW ARE THINGS GOING AT WORK?

Evaluate your LEVEL OF ACHIEVEMENT of each of the following objectives BEFORE starting the section and AFTER completing it

LEVEL OF ACHIEVEMENT BEFORE STARTING THE SECTION					LEVEL OF ACHIEVEMENT AFTER COMPLETING THE SECTION				
Unacceptable					Unacceptable				
0	1	2	3	4	0	1	2	3	4
▼	▼	▼	▼	▼	▼	▼	▼	▼	▼

OBJECTIVES:

Identify key elements of your work life to be considered

0	1	2	3	4	0	1	2	3	4
---	---	---	---	---	---	---	---	---	---

Identify your perceptions regarding your career management

0	1	2	3	4	0	1	2	3	4
---	---	---	---	---	---	---	---	---	---

Identify the key elements you need to work on most

0	1	2	3	4	0	1	2	3	4
---	---	---	---	---	---	---	---	---	---



Your career is about much more than the work you do for pay – it is about how you are living your life– at work, in the family, in the community, your health and personal fulfillment. You will be invited to reflect on the balance between your work and your personal life, to consider what you want to change and what you want to remain the same. You will be guided to set your own goals in the areas of your life that you think deserve more attention. Here is a sample:



SECTION 4

HOW CAN YOU STRIKE A BALANCE BETWEEN YOUR WORK AND YOUR PERSONAL LIFE?

When you decided to use this guide, your main concern was probably organizing your work life. Success in your work life is closely related to the harmonious development of all your life plans.



Stop now, and take a few moments to examine how you live. What type of life do you lead? What gradual changes would you like to make in your life?

This section of the guide will help you to evaluate your vitality through the following dimensions:

- ✔ Health;
- ✔ Family;
- ✔ Financial;
- ✔ Social;
- ✔ Spiritual;
- ✔ Personal fulfilment.

Evaluating these dimensions will give you a better perspective of your current situation. You will then be able to identify what it is that you wish to develop. Before starting the exercise, read about each of the dimensions. We encourage you to work on all six of them. You can decide which dimensions you want to work on first.

The important thing is to start where you feel most comfortable.



There is a list of activities for each dimension. Read it over carefully. If you're satisfied with the importance you place on each activity, put a checkmark in the appropriate space. This exercise will enable you to identify the activities that you feel need changing and those you are satisfied with at the moment.

Let some time go by, and go back to this evaluation a little later. Put an asterisk (*) beside the activities you are "dissatisfied" with that you would like to work on in the short term. Then circle the asterisks marking the activities you would like to work on right away.

On the "Priorities" sheet, identify exactly what you want, and indicate how you are going to get it. Also indicate as well you will derive from doing this.

If you wish, pick someone you can discuss your pet projects with. This can only enrich the experience.

Good luck!



ASSESSMENT OF HEALTH DIMENSION

THE HEALTH DIMENSION INCLUDES	SATISFIED	DISSATISFIED
IMPORTANCE I PLACE ON MY HEALTH		
MY SUPERVISION OF MEDICAL EXAMINATIONS GENERAL DENTIST OPTOMETRIST OTHER, SPECIFY:		
MY EXERCISE PROGRAM FOR STAYING IN SHAPE		
MY HEALTH HABITS BALANCED DIET MY KNOWLEDGE OF NUTRITION MY WEIGHT		
MY USE OF TOBACCO ALCOHOL PRESCRIPTION AND NON-PRESCRIPTION DRUGS		
MY PSYCHOLOGICAL HEALTH AT WORK WITH MY FAMILY IN SOCIAL SITUATIONS		
OTHER, SPECIFY:		



PRIORITIES - HEALTH

MY HEALTH-RELATED DEVELOPMENT PLANS

I WANT...

I'M GOING TO...

BENEFITS:

I WANT...

I'M GOING TO...

BENEFITS:

I WANT...

I'M GOING TO...

BENEFITS:

I WANT...

I'M GOING TO...

BENEFITS:



ASSESSMENT OF FAMILY DIMENSION

ASSESSMENT OF FAMILY DIMENSION	SATISFIED	DISSATISFIED
PART 1: SINGLE PERSON		
IMPORTANCE I PLACE ON FAMILY IN TERMS OF TIME AND ENERGY		
MY RELATIONSHIPS WITH THE MEMBERS OF MY FAMILY		
MY ROLE AS CAREGIVER		
MY ACTIONS WITH A VIEW TO DEVELOPING A COUPLE RELATIONSHIP		
MY HOUSING, WHERE I LIVE		
MY DESIRE TO REMAIN SINGLE		
OTHER, SPECIFY:		
PART 2: COUPLE OR SINGLE PARENT		
IMPORTANCE I PLACE ON MY FAMILY IN TERMS OF TIME AND ENERGY		
PLANNING RELAXING TIMES WITH MY FAMILY		
MY ROLE AS CAREGIVER		
MY RELATIONSHIP WITH MY CHILD(REN) (TIME, TALKING, INTEREST IN THEIR PROBLEMS AND DECISIONS)		
MY ROLE AS PARENT (ACTIVITY PROGRAMMING/PLANNING)		
MY RELATIONSHIP WITH MY PARTNER (IF APPLICABLE) THINGS WE ENJOY DOING TOGETHER OUR TIME TOGETHER TALKING CONFLICT RESOLUTION OUR PHILOSOPHIES OF LIFE		
DAILY ROUTINE		
OTHER, SPECIFY:		



Consider this:

Imagine that you are meeting the person you will be in 10 years: What does he or she do? What is he or she like? What does she or he tell you? Does she or he have any advice for you? My Career GPS invites you to answer these questions – just for you! You will be encouraged to remember that dreams are just reality under construction. Working adults have multiple roles and responsibilities and it is rare that we take time to dream about our future. And doing so is absolutely not a waste of time -- the best way to have the future you want is to start imagining it now! And you will be challenged to decide on one thing you could do in the next day to start to make that change happen. What would that be? Here is an example:



SECTION 5

HAVE YOU THOUGHT ABOUT YOUR WORK FUTURE?

So far, you have evaluated your key learnings, skills, preferences, and values.

The exercises in this section will help you look into the future and come up with some plans you would like to put into effect.



YOUR SHORT- OR LONG-TERM PLANS

Keeping in mind what you know about yourself (your needs, interests, skills, values, etc.), **identify ten short- or long-term plans that you'd like to put into effect during your working life.**

These could include :

- ✓ a position,
- ✓ job content,
- ✓ a type of responsibility,
- ✓ work relations,
- ✓ an accomplishment,
- ✓ a change to be made,
- ✓ an attitude or skill to be acquired,
- ✓ a behaviour to be changed,
- ✓ your work environment, etc.

MY SHORT- OR LONG-TERM PLANS

①

②

③

④

⑤

⑥

⑦

⑧

⑨

⑩



CONCLUSION

GPS CAREER GUIDE

This guide is neither an instruction book nor a bible. It is designed to help you rethink who you are and take action to improve your **career development in small and medium-sized enterprises**. It's a self-reflection tool that encourages you to take stock of your experience, your personal power, and your responsibility in your work situation.

Basically, self-management means getting your bearings and taking action at a time and in a place of your choosing.

Getting your bearings and taking action requires continuing learning, relationship management, decision making, and concrete actions. It's an invitation to:

- ✓ **Feel, explore, and understand** how your needs, interests, skills, values, and goals can harmonize with the limitations and opportunities offered by your enterprise;
- ✓ **Manage your ability to interact and communicate** with your co-workers and supervisor;
- ✓ **Make decisions** by determining what you value. Your decisions help to give meaning to your work life;
- ✓ **Take concrete actions** that make it possible realize your optimum potential by considering the limitations, opportunities, and requirements of your environment.

You can download a paper version of "My Career GPS" and/or "Mon GPS de carrière" from www.crwg-grdc.ca.

My Career GPS/Mon GPS de carrière would also be an excellent on-line program. Development funds were not sufficient to do an on-line version. Sponsors are being sought so that My Career GPS/Mon GPS de carrière can be made available to as many working adults as possible.

Click on the Contact Us button for more information.

