

THE BETTER CHOICE CAREER GUIDE & WORKBOOK

ABSTRACT

The challenge for many, both the young and the older...what do I want to do? What am I good at? What would I enjoy and be energized when doing? The Better Choice Career Guide is designed to help you answer these questions. Enjoy the journey exploring and discovering who you are TODAY!

garry morton

If you would like to learn more about the services provided and how you can leverage them on your career journey, whether just beginning or in current pursuits send an email to: Garry Morton gmortons@gmail.com or visit thebetterchoice4u.net

Overview: Career Discovery, Insights and Planning Program
(8 slides)

The Guide and Workbook

Continuing Your Journey...



Copyright © 2020 The Better Choice - All Rights Reserved.

My Challenge ..Opportunity

- Helping provide as much exposure to “types of jobs” and the “world of work” as possible
- Helping them meet and ask “discovery” questions” of the people in various jobs
- “Fan the spark of interest” and to help enable them in their exploration
- Helping them develop a “preliminary plan of action”
- Encourage them to explore, “be confident in their search”
- Continually drive home the point that *it is a life long journey* 😊

Visualize...
See it, Imagine it in detail



What will you be doing?

(Mostly... Working with People, Data, Things, Creating new approaches. *What interests you?*)

Where will you be doing it?

(On land, air or sea? In varying/different locations? In an office,? Outside? At home? In a manufacturing facility? In an RV traveling?)

How will you be doing it? (leading, participating, following, researching)

Who will you be doing it with?

(Types of people?)

How often (What days and hours?)

What is most important to you?

(YOUR MUST HAVE... "Values"?) (i.e. Be respected, Learning new things, Good pay etc., Being a good steward of what God provides)

Copyright © 2020 The Better Choice - All Rights Reserved.

My Process

Career Insight and Planning Process

1. Become Curious?
2. Motivation to Act!
3. Begin Explorations ->
4. Gain Increased Awareness ->
5. Inquiry Into "3" Area/s of Interest ->
6. Discovering Potential Fit / Passion->
7. Assess / Research / Specific Area / Learn More ->
8. Choose Test / Taste / Try It Explore and **Confirm...** or **Change**
~ Job Shadowing / Ask Questions ~
9. Create and Update your plan->



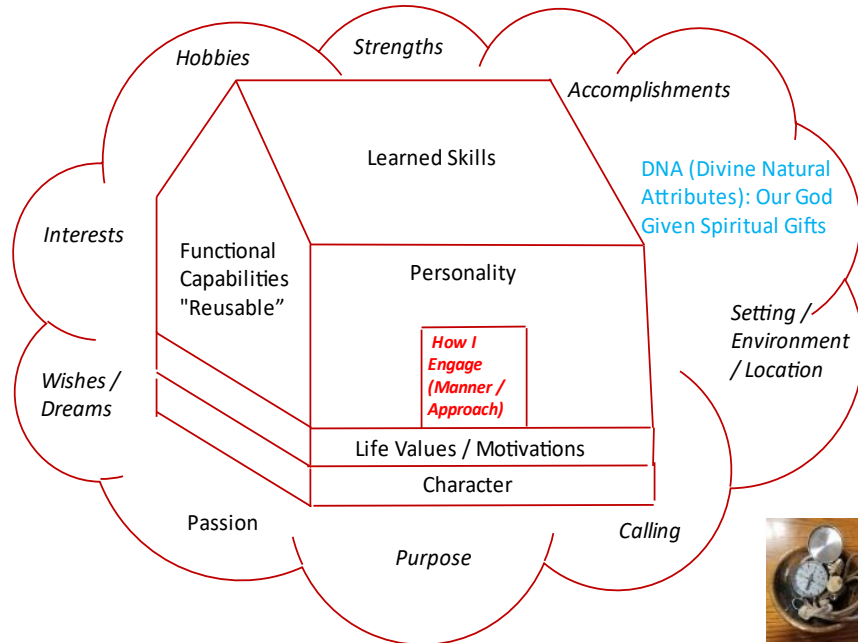
If Not a Fit and Need to Change,
RETURN TO STEP 7

Copyright © 2020 The Better Choice - All Rights Reserved.

4

**Framework for
Discovering and Targeting
a Career Area**

Outcomes:
My
BLUEPRINT:
**Career House &
Career Profile
Document**



Copyright © 2020 The Better Choice - All Rights Reserved.

**BLUEPRINT PROFILE
DOCUMENT**

Version #1

What?	Where?	How?	Who?	How often?	What is most important?
Wishes/ Dreams	Interests/ Hobbies	Strengths	Accomplishments	Gifts /DNA	Setting/ Environment/ Location
Passion		Purpose		Calling	
Character	Life Values & Motivations	How / Engage (Manner/ Approach)	Personality / Traits	Learned Skills	Functional /Transferable
List 3 Jobs/ Descriptions that interest you	Why it interests you	Why you picked it	Training / Preparation Needed	Web link to Job and video	
Job Title		LIST THE *NEXT STEPS TO EXPLORE/LEARN MORE ABOUT THE Jobs selected			

Sources of Input into Blueprint Profile Document

Using their ideas/feedback, Surveys, Questions, Conversations, Various reference materials. Mynextmove.com website

“You are in the drivers seat!”



Have fun 😊

Copyright © 2020 The Better Choice - All Rights Reserved.

The Beginning...

Questions?

Life-Work-Values: ... Making **THE BETTER CHOICE**

7 questions...

- 1. What is something your friends, family, or teacher/s have mentioned that they thought you would be good at?**
- 2. What have you wondered if you might enjoy doing?**
- 3. What is something you know you would *never* want to do?**
- 4. What do you want most in life?**
- 5. What do you think might be a fun job? Why?**
- 6. Do you think you have some unique strength/s, gift/s or calling? If yes please list them.**
- 7. Is there a specific area/role you think that would be a perfect fit for you?**

Life-Work-Values Assessment: ... Making **THE BETTER CHOICE**

1 = Not important 2 = Not very important 3 = Reasonably important 4 = Very important

Rating Value Description

Help Society: Do something to contribute to the betterment of the world

Help Others: Be involved in helping other people directly, individually or small groups

Public Contact: Have a lot of day-today contact with people

Work with others: Have close relationships with people as a result of work activities

Affiliation: Be recognized as a member of a particular organization

Friendships: Develop close personal relationships with people result of work activity

Competition: Engage in activities which pit my abilities against others; clear win/lose

Make Decisions: Have power to decide courses of action, policies etc.

Work Under Pressure: Work situat. with time press./and or quality of wk jdgs critically

Power and Authority: Control work activities or (partially) the destinies of others

Influence People: be in position to chg attitudes or opinions of other people

Work Alone: Do projects by myself, without any significant contact with others

Knowledge: Engage myself in pursuit of knowledge, truth and understanding

Intellectual Status: Be regarded as person with high intellect or known as expert

Artistic Creativity: Engage in creative work in various art forms

Creativity (general): Create new ideas, progrms, organizational struct, new develmts

Time Freedom: Have work responsibilities which I can work at according to my sched.

Rating Value Description

1 = Not important 2 = Not very important 3 = Reasonably important 4 = Very important

Rating Value Description

Aesthetics: Be involved in study or appreciation of beauty of things, ideas etc.

Supervision: Have job which I am directly respbl for work done by others

Change and Variety: Have work respblty which frequently change in content/setting

Precision Work: Work in situations where very little tolerance for error

Stability: Work routine/duties that are rather predictable, not likely chg ovr period time

Security: Be assured of keeping job and reasonable financial reward

Fast Pace: Work in circumstances with high pace of activity, work must be done rapidly

Recognition: Be recognized for quality of work in some visable or public way

Excitement: Experience high degree of (or freqnt) excitement in course of my work

Adventure: Have work duties which involve frequent risk taking

Profit, Gain: Have strong likelihood of accum. large amts of money or material gain

Independence: Able to determine nature of my work without sign. direct. from others

Moral Fulfillment: Feel my work is contribg sign. to set of moral standrds I feel impt.

Location: Find place to live(geo.)conducive to my life style/afford opp. do things enjoy

Community: Live in town of city where I can be involved in community affairs

Physical Challenge: Have a job that makes physical demands which I find rewarding

Other Work Values:

CHECK LIST: *Check off and or add others*

✓ **Interests and Hobbies**

Some examples of interests and or hobbies include:

- ☐ Artistic activities such as painting or graphic design.
- ☐ Community service.
- ☐ Cooking or baking.
- ☐ Exercising and healthcare.
- ☐ Outdoor activities.
- ☐ Playing an instrument.
- ☐ Team or individual sports.
- ☐

Strengths

Some examples of strengths include:

- ☐ Enthusiasm.
- ☐ Trustworthiness.
- ☐ Creativity.
- ☐ Discipline.
- ☐ Patience.
- ☐ Respectfulness.
- ☐ Determination.
- ☐ Dedication.
- ☐

Accomplishments

Some examples of personal accomplishments include:

- ☐ Completed important assignment/project on time
- ☐ Saved time by coming up with a more efficient way to do something
- ☐ Qualifications and or certifications gained.
- ☐ Good results in examinations and tests.
- ☐ Re-organized something to make it work better.
- ☐ Identified a problem and solved it.
- ☐ Come up with a new idea that improved things.
- ☐ Been complimented by your teacher, family or friends.
- ☐

Passion

Passion is a strong feeling of love or enthusiasm include:

- ☐ *Some examples of a passion include:*
- ☐ You really love art
- ☐ Helping others in need
- ☐ Biking.
- ☐ Self-defense
- ☐ Sharing your faith in Christ
- ☐ Teaching
- ☐ Cooking
- ☐ Helping keep the environment clean and healthy
- ☐

Life Values and Motivations

Some examples of Life Values and Motivations include:

- ☐ Being accountable.
- ☐ Making a difference.
- ☐ Focusing on detail.
- ☐ Delivering quality.
- ☐ Being honest.
- ☐ Keeping promises.
- ☐ Being reliable.
- ☐ Being positive.
- ☐

Personality Traits

Some examples of personality traits include:

- ☐ Warm.
- ☐ Friendly.
- ☐ Clean.
- ☐ Honest.
- ☐ Loyal.
- ☐ Trustworthy.
- ☐ Dependable.
- ☐

Functional /transferable skills

Some examples of Functional / transferable/ re-useable skills include:

- ☐ Problem Solving.
- ☐ Analytical Reasoning.
- ☐ Critical Thinking.
- ☐ Adaptability.
- ☐ Team Work. Work effectively in a group or team to achieve goals.
- ☐ Leadership. Show initiative and leadership abilities.
- ☐ Listening.
- ☐ Written Communication.
- ☐ Verbal Communication.
- ☐

Learned / Specialized skills

Learned skills include deep knowledge in specific areas

Some examples of Learned / specialized skills include:

- Specialized training of various kinds.
- Academics (science, math etc..).
- Industry experience such as:
 - ☐ Retail sales
 - ☐ Marketing
 - ☐ Banking
 - ☐ Manufacturing
 - ☐ Scientific research
 - ☐ Medical
 - ☐

Organizational skills

- ☐ Organization
- ☐ Time management
- ☐ Multitasking
- ☐ Strategy development
- ☐ Information management
- ☐ Notetaking
- ☐ Cleaning workspace
- ☐ Schedule planning
- ☐ Event coordination
- ☐ Productivity
- ☐

Communication skills

- ☐ Active listening
- ☐ Situation analysis
- ☐ Technological competency
- ☐ Empathy
- ☐ Persuasive argumentation
- ☐ Clarification
- ☐ Respect
- ☐ Public speaking
- ☐ Writing
- ☐

Collaboration skills

- ☐ Leadership
- ☐ Team-oriented
- ☐ Conflict resolution
- ☐ Compromising
- ☐ Engagement
- ☐ Reliability
- ☐ Resource allocation
- ☐ Project management
- ☐ Task delegation
- ☐ Goal setting
- ☐

Critical-thinking skills

- ☐ Critical-thinking
- ☐ Attention to detail
- ☐ Evaluation
- ☐ Analytical-thinking
- ☐ Self-regulation
- ☐ Annotative reading
- ☐ Text interpretation
- ☐ Decision-making
- ☐ Comparing and contrasting
- ☐

Creative skills

- ☐ Problem-solving
- ☐ Adaptability
- ☐ Overturning
- ☐ Curiosity
- ☐ Innovation
- ☐ Brainstorming
- ☐ Entertaining
- ☐ Open-mindedness
- ☐ Repurposing
- ☐ Creative writing
- ☐

Calling

What is a calling?

A calling, also called *a vocation* or *a passion*, is an internal drive to complete an activity or accomplish a particular goal. Some people have a single strong calling, while others may feel the need to pursue different interests over the course of their lives. Some people incorporate their calling into their career or jobs, which can bring them emotional fulfillment. However, other people may choose to build a career based on factors like salary and the possibility of advancement, while their calling provides more emotional benefits.

For some people, discovering their calling can be a powerful way to find emotional fulfillment, either in their work or as a hobby. Here are a few ways to discover your calling:

- Consider what makes you happy: When you engage in your calling, it often feels satisfying. For example, if you're happiest when you're gardening, that could be your calling.
- Think about what you loved doing when you were a child: It's possible that you developed your calling in your childhood. For example, if you used to pretend to be a doctor as a child, your calling may be in medicine.
- Identify the problems in the world that you want to solve: A calling could involve helping the environment or other people. If you can identify a cause that is important to you, that can be an indication of your calling.

Source: *Indeed*

Spiritual Gifts – Our God given DNA (Divine Natural Attributes)

Reference Romans Chapter 12

4 For just as each of us has one body with many members, and these members do not all have the same function, 5 so in Christ we, though many, form one body, and each member belongs to all the others. 6 *We have different gifts, according to the grace given to each of us.* If your gift is prophesying, then prophesy in accordance with your[a] faith; 7 if it is serving, then serve; if it is teaching, then teach; 8 if it is to encourage, then give encouragement; if it is giving, then give generously; if it is to lead,[b] do it diligently; if it is to show mercy, do it cheerfully.

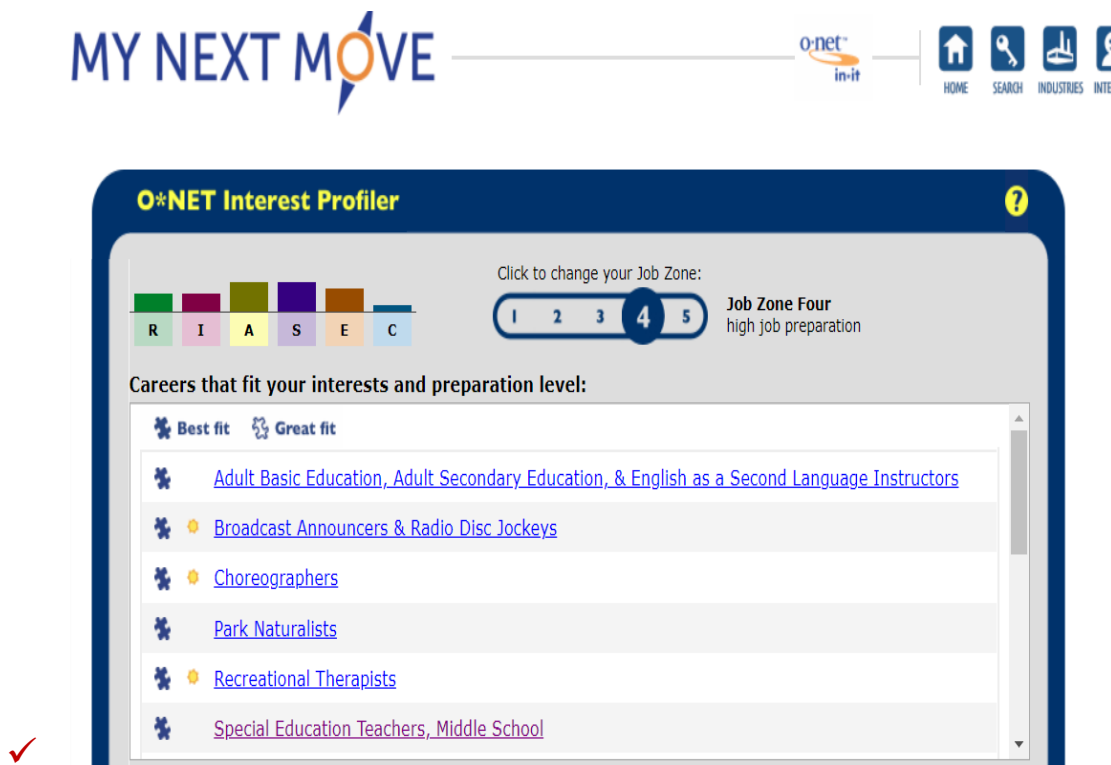
- ☐ Prophesying
- ☐ Serving
- ☐ Teaching
- ☐ Encouraging
- ☐ Giving
- ☐ Leading
- ☐ Show Mercy
- ☐

Read about/Research on <https://www.mynextmove.org/>

- Website
- Ask others who are doing/have done the job
- Schedule job shadowing
- Schedule an “Information Interview”
- Volunteer to help and learn 😊






Interest Questionnaire <https://www.mynextmove.org/explore/ip>

[O-Net Interest Profiler](#)



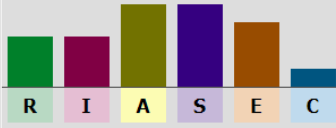
REFERENCE CHECK LIST

MY NEXT MOVE



HOMESEARCHINDUSTRIESINTERESTS

O*NET Interest Profiler



Realistic	14
Investigative	14
Artistic	23
Social	23
Enterprising	18
Conventional	5

Here are your Interest Profiler results!

Think of your interests as work you like to do.

Your interests can help you find careers you might like to explore. The more a career meets your interests, the more likely it will be satisfying and rewarding to you.

You can click on any interest below to learn more. When you're ready, click **Next** to continue.

[Realistic](#)

[Investigative](#)

[Artistic](#)

[Social](#)

[Enterprising](#)

[Conventional](#)

Print

Share

Back

Start


Interests

Results

Job Zones

Careers

Next



O*NET Interest Profiler is sponsored by the U.S. Department of Labor,
[Employment & Training Administration](#),
and developed by the National Center for O*NET Development.

O*NET Interest Profiler



Interests + Job Zones Careers



To focus your search, think about the following question:

How much education, training, and experience do I need to do the job?

Each O*NET career is in one of five **Job Zones**, which are groups of careers that need the same level of **experience**, **education**, and **training**.

Different careers need different amounts of preparation. You will be asked to pick a Job Zone. Using your Job Zone and your interests, the Interest Profiler will help you identify and explore careers that might be right for you.

Back

Start

Interests

Results

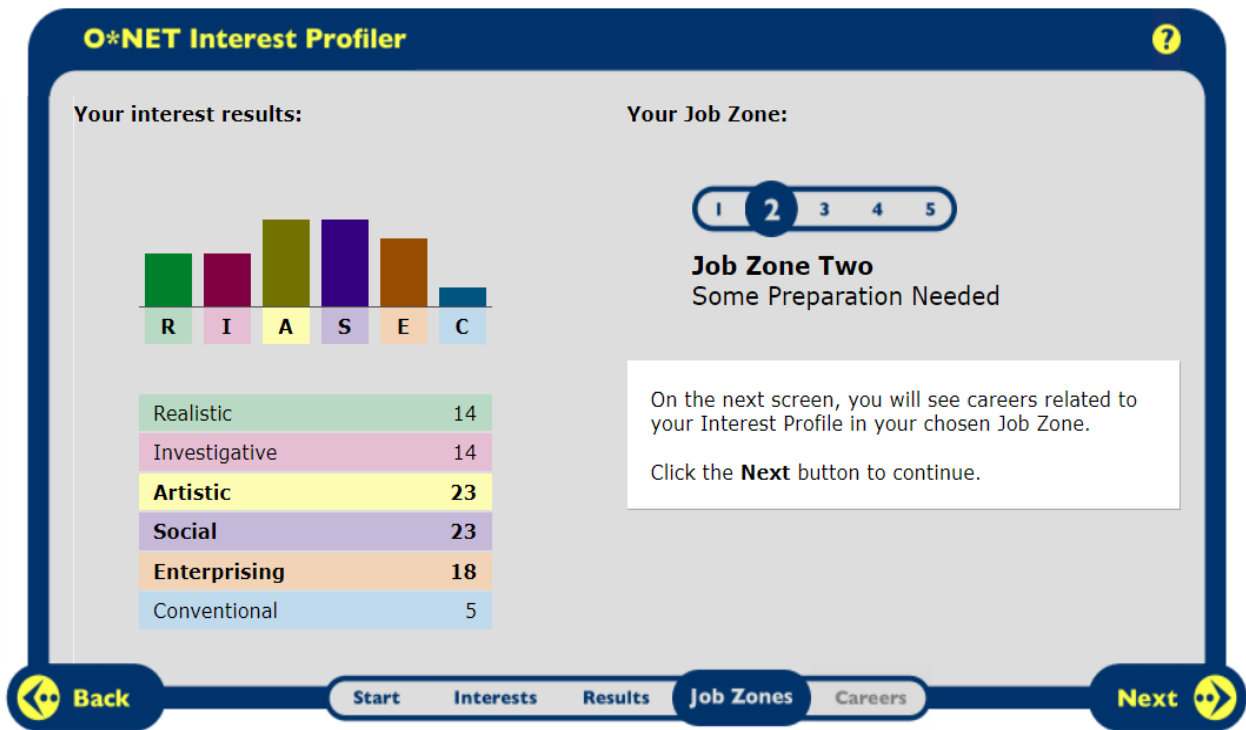
Job Zones

Careers

Next



O*NET Interest Profiler is sponsored by the U.S. Department of Labor,
[Employment & Training Administration](#),
and developed by the National Center for O*NET Development.



O*NET Interest Profiler is sponsored by the U.S. Department of Labor,
[Employment & Training Administration](#),
 and developed by the National Center for O*NET Development.

Job's the Match Interest Paste BELOW 😊



O*NET Interest Profiler

R

I

A

S

E

C

Click to change your Job Zone:

12345

Job Zone Two
some job preparation

Careers that fit your interests and preparation level:

Best fitGreat fit

Actors

Childcare Workers

Crossing Guards & Flaggers

Floral Designers

Food Servers, Nonrestaurant

Funeral Attendants

Click on a career to learn what they do.

PrintShare

Back

StartInterestsResultsJob ZonesCareers

Find More Careers



O*NET Interest Profiler is sponsored by the U.S. Department of Labor,
[Employment & Training Administration](#),
and developed by the National Center for O*NET Development.

Career Reference Site

<https://www.mynextmove.org/>

WORKSHEET

Interests/Hobbies	Strengths	Accomplishments	Passion	Gifts

Life Values & Motivations	Personality / Traits	Functional /Transferable	Learned/Specialized

List 3 Jobs/ Descriptions that interest you	Why it interests you	Why you picked it	Training /Preparation Needed	Web link to Job and video

Job Title	LIST THE *NEXT STEPS TO EXPLORE/LEARN MORE ABOUT THE Jobs selected
#1	
#2	
#3	

Life-Work-Change: Additional Assessment Questions

... Making **THE BETTER CHOICE**

1. What is the most important thing to you in a job?
2. Given the CHOICE what attributes would your next job include?
3. What specific situations or requirements would cause you to begin searching for a new job?
4. What things happened that motivated you to search for alternatives to your current employment? (Or begin the process of reviewing your current situation?)

Life-Work-Change: Decisions ... Making THE BETTER CHOICE

5. What are three jobs/careers you have been involved with for at least three years?
6. What job/career have you always said to yourself, "I'd be good at that!"
7. What job/career have you often wondered if you would be good enough to do?
8. How many times a day do you say to yourself, "Why am I doing this job?"

Life-Work-Change: Decisions ... Making THE BETTER CHOICE

9. If you were to find yourself unemployed, what jobs would you immediately consider applying for to start generating income?
10. If you didn't need to work to provide income, what would you invest your energies into doing?
11. If the only job available was Teaching, what would you tell the interviewer you would be an excellent Teacher in?

Life-Work-Change: Decisions ... Making THE BETTER CHOICE

Please complete these statements.

1. When ever I am asked to learn a new job that I have little or no knowledge or experience in I...
2. A list is a thing that ...
3. A good manager is one that really...
4. A good employee is likely to ...

The Better Choice: Summary of Services

Helping You Build and Sustain */Forward/Momentum* on Your Career Journey

The Better Choice Service consists of 5 *Primary Steps* Is Personalized and ***Interview Based***

1. **Initial Questionnaire:** Base line assessment: Where you are now and your general interests
2. **Check List:** Personal and Primary Motivations
3. **Confirmation and Exploration:** Via Career Tool Sets (if have already completed DISC, Strength Finder, Myers Briggs etc. and or do one of these Online (Free version)
4. **Mapping:** Applying knowledge gained through steps 1-3 to create draft of your career map
5. **Preliminary Roadmap:** Drawing from each of the above steps to create a roadmap with initial and key actions to take

If Desired the Following Additional Services Are Provided- Partnering to execute

1. Targeting (specific roles/industries) exploring pros, cons and considerations of targets
2. Preparation
 - a. Value statement
 - b. Clarify and Specify “Your Core Essence” —Exceptional / Value Add
 - i. Assist in Creating and Review of Draft Copy of Resume
 - ii. Talk through / Testing Strength/Value Contribution of Resume via Role Play
3. Preparation tips/guidance for Interviewing
 - a. **Informational** Interview (to gain knowledge of the details and consideration of a role/position via having a conversation with a person currently employed in the role
 - b. Actual Job Interview
 - c. Role Play to simulate the upcoming Interview
4. Debrief from your interview - follow-up
 - a. Feedback, offer suggestions/strategies /conversation regarding how interview seemed to go
 - b. Follow-on conversation as needed regarding next steps/i.e. with negotiations
5. Optional IF and WHEN viable -- Follow-up with Targeted Employer. The Better Choice Career Coach with your assistance, will arrange a call with the Company you interviewed with (Assumes no offer was made and or if the process seems stalled or uncertain/continual delay)
 - a. Similar to the Role a Recruiter Plays on the Front End of the Interview Process, but after the fact (get feedback from Person you interviewed with, but didn’t receive an offer....
 - b. The goal is to Complete the ***Learning Loop*** to improve success with upcoming interviews

REFERENCE: TYPES OF JOBS

Browse by Career Cluster

<https://www.onetonline.org/find/career?c=2&g=Go>

List of National Career Skill Clusters and Descriptions

Career Clusters (Career Groupings)

1. Agriculture, Food & Natural Resources
2. Architecture & Construction
3. Arts, Audio/Video Technology & Communications
4. Business, Management & Administration
5. Education & Training
6. Finance
7. Government & Public Administration
8. Health Science
9. Hospitality & Tourism
10. Human Services
11. Information Technology
12. Law, Public Safety, Corrections & Security
13. Manufacturing
14. Marketing, Sales & Service
15. Science, Technology, Engineering & Mathematics
16. Transportation, Distribution & Logistics