The second edition of *LifeKeys: Discover Who You Are* contained Applications for

- Volunteer and Service Opportunities
- First Career Direction
- Midlife Transitions
- Retirement Planning

In the past few years, though, more and more people have sought help with difficult job transitions due to the trauma of job loss, difficult economic times, or evolving industries that decreased the value of their skills or educational achievements. This new Application adds original exercises and considerations specifically for those whose job search journeys include elements of grief, uncertainty or frustrations due to being caught in circumstances not of their own making.

This supplement to the *LifeKeys Leadership Resource* adds questions or activities that can be used with large or small groups. The accompanying *LifeKeys for Difficult Job Transitions* section can be distributed for individuals to use on their own.

While many participants find that the *LifeKeys* process launches them on a meaningful job search process, many others need more in-depth help. *LifeKeys* offers access to the theories behind two of the main tools used in career planning: type theory, popularized through the MBTI® tool, and Holland’s theory of career interests, popularized through the Strong Interest Inventory™. The emphasis in the exercises that follow, and in the job transitions supplement to the book, is on ensuring participants understand how the unique way God has made them so they can:

- Reflect on their own design as encouragement in the process
- Define meaning, purpose and success for themselves and use those definitions to shape their search
- Discover and act on the ways their gifts can assist them in this process
- Benefit from the experiences of others whose experiences and situations are much like their own
- Identify resources that will assist them in the job transition process.

In other words, these materials don’t provide nuts-and-bolts career search information such as how to complete a résumé or specific interview techniques. Instead, *LifeKeys*, including this supplement, focuses on affirming people in how they were created and assisting them in moving forward by using their own unique gifts. Many of these exercises are meant to help participants reclaim a positive self-identity as well as take control of the job search process in the way that fits their own unique blend of talents and personality.

If you choose to offer a workshop focusing on this topic, we recommend you do two things in advance:

*If you don’t have career counseling experience,* consider finding a partner for this workshop who does. Because you won’t be giving specific job advice, this partner could be a high school counselor, someone with human resources management experience, a college career placement coordinator, or someone with recruiting experience. In other words, you don’t necessarily need to find a career...
counselor, but someone with insights into this field may be a valuable resource as you work with people whose searches may have already continued far too long, at least in their own minds. Also, we’ve found that many such people are willing to attend such a session for an hour or two to provide insights and encouragement to attendees; think about offering this role to people who aren’t able to be one of the facilitators but are interested in furthering the meaningfulness of the session.

Identify resources. Have ready several kinds of materials, including

- A list of organizations and agencies in your area that assist in career counseling or recruiting, both for-profit and government or nonprofits.
- The names of a few counselors to whom you can refer people for financial, psychological or emotional support. Every so often, we have had someone attend a workshop who is in acute need of more help that our seminars are designed to provide. While this is a rare event, being prepared with this information makes it easy for the person to still have a positive experience—and is easier on you as a facilitator!
- A list of key websites, including

  - [http://online.onetcenter.org/](http://online.onetcenter.org/) This site classifies jobs by the same RIASEC code used in the LifeKeys Life Gifts framework—Holland’s interest areas in the world of work. Participants can search in numerous ways and read about the skills actually needed in the thousands of occupations that are out there.
  - Your state’s workforce center, such as [http://www.positivelyminnesota.com/JobSeekers/index.aspx](http://www.positivelyminnesota.com/JobSeekers/index.aspx) These are one-stop shopping for available services, support groups, online tools, and reports on job outlook and “hot” jobs in your area.
- A small library of outstanding career transition resources for people to browse, including

  - [What’s Your Type of Career](http://www.amazon.com/What-Your-Type-Career-Dunning/dp/0684819181) (Dunning). This book helps people use their personality not only to identify potential careers, but also use their strengths and compensate for natural dislikes or blind spots in the job search process.

Group Activities

1. Small Group Exercise
   Off-The-Job Training

   **Objective:** To reflect on the life of the biblical Joseph for insights into waiting
   To organize a nonjudgmental discussion

   **Materials:** RM A “Off-The-Job Training” (Kise and Stark) copies for each participant
   RM B “Article Discussion Process”

   **Time:** 45 minutes

   - Divide participants into groups of 4-5
   - Hand out copies of “Off-The-Job Training.” Have participants read the article silently and underline two to three key sentences that they would like to discuss with their group.
• Display RM B and explain the protocol.
  – Designate which person in each group will go first by asking whose last name has the most letters.
  – Have that person go first and tell the group where his or her chosen sentence can be found and then read it aloud. At this point, this person does not comment on the chosen passage.
  – Continuing clockwise, each person in the group remarks on the sentence by
    Commenting on a point being made
    Making a connection between the sentence and other parts of the article
    Building on comments made by another group member
    Connecting the sentence with his or her own experiences
  – When everyone in the group has commented, the person who chose the sentence explains why he or she chose it.
  – Continue until everyone in the group has shared at least one sentence.
• Optional: have participants reflect individually on the questions given at the end of the article.

2. Large Group Exercise
   Who’s at My Stage of the Journey?

Objective: To help participants find others who have similar concerns regarding employment
Materials: 1 “garage sale stickers
   Adding machine tape or other long strip of paper, taped to a wall
   Support resources: References for career counseling, financial counseling, job transition groups, books, websites, etc.
Time: 30 minutes

• Fasten the strip of tape to the front wall, marking with a marker 0, 10, 20, 30
• Ask participants to number a piece of paper from 1 to 15. Say that you will be reading a set of questions aloud. They are to write down their answer to each question as follows (you may wish to display this on a whiteboard, slide or overhead:

  2 Usually
  1 Sometimes
  0 Seldom

• Read each question aloud, pausing after each one to give people time to process their response
  1. I feel comfortable about my financial situation
  2. I use my network of family, friends and colleagues to help me find a new position
  3. I feel confident that my résumé paints the best picture of my employability that it can
  4. I feel that I am searching for the right kind of position for me
  5. I am actively exploring new ways to find a position—social networking, interning, volunteering, taking classes, etc.
  6. At the end of the day I think I’ve done well with working toward a new position
  7. I can keep emotions such as anger, frustration, guilt or envy at bay so they don’t interfere with my job search
8. I feel that I have enough support from other people to keep me motivated and optimistic
9. I believe that this employment transition will work out well for me
10. I’m taking care of myself—exercise, diet and sleep
11. I’m able to handle the stress job transition brings on my relationships
12. I’m ensuring that I stay active with colleagues in my chosen field
13. I use some sort of guide to assist me in knowing whether my efforts are on target—a mentor, counselor, accountability partner, friend, or resource such as What Color is Your Parachute.
14. I believe the next stage of my career can be at least as fulfilling as the previous stage
15. I’m taking advantage of part of this transition time to explore an interest, hone a skill, or re-engage in a favorite activity

- Have participants total their scores and then place a garage sale sticker on the corresponding spot on the adding machine tape.
- Ask participants to form groups based on their scores: 0-10, 11-20, 21-30.
- Ensure that you or another facilitator joins the group with scores from 0-10. Introduce this group to counseling resources or career services that they may not be aware of. Be prepared that some of their needs may be beyond the scope of what you can help them with and have references ready to give to them, including free government services, local job transition groups, etc.
- Have the other groups talk through one or more of the following questions:
  - What has been of most help so far in our search?
  - What concrete next steps might we take?
  - Are there ways we could support each other?

Objective: To allow participants to share from their strengths regarding the many tasks involved in employment transition
Materials: Flip chart paper, markers
RM C Employment Transition Tasks
Time: 40 minutes

- Explain that employment transition requires each person to wear many hats, and some hats fit each of us better than others. This is a chance to learn from the people in the group who do best with each role.
  - Networking: Connecting via friends, colleagues and others with new people, services or organizations that might provide leads or recommendations
  - Exploring: Rethinking one’s skills, talents, experiences and passions to broaden employment opportunities and then deepening one’s understanding of and fit with new ones
  - Persevering: Staying optimistic, working steadily to find new leads, yet balancing renewal and relationship needs
  - Staying Balanced: Finding ways to conserve finances, stay engaged in volunteer and civic responsibilities, keep up one’s energy, etc.
• Explain the four major tasks, as explained on RM C. Ask people to choose which one is easiest for them.
• Form groups of “experts” for each task. Give each group flip chart paper and markers. Ask them to list tips, resources, and activities that might help members of other groups better engage in this essential task.
• Have each group share their ideas with the entire group. Offer to transcribe and distribute the information.

Objective: To help participants solidify a positive self-identity for this period during which they are without a job identity

Materials:
RM 18, 30, 32 from *LifeKeys Leadership Resource*
RM D Hexagon of Interest Areas and Life Gifts
Instructions for Life Gifts Sentence Exercise, pages 21-22, *LifeKeys Leadership Resource*

Time: 30 minutes to form initial Life Gifts sentences; 25 minutes to process with a partner

• If participants have already worked through the *LifeKeys* process, they may already have life gifts sentences. If not, take them through the original process for making a sentence. This process is also explained on pages 66-68 of *LifeKeys*.
• Explain that the purpose of this exercise is to help participants consider new ways in which they can use this period of transition to improve their skills, education or network in their chosen careers or a new career they are considering. It is also meant to help them know what to say when people ask, “And what do you do?” without feeling awkward or making the other person feel awkward.
• Have participants review their current Life Gifts Sentence, reflecting on the following questions:
  – Are these still the gifts I’m most interested in using in this season of my life?
  – Are the motivations I have listed the ones I am most excited about pursuing right now?
  – In this period of transition, how might I change this sentence (different gifts or motivations) to describe what I might be drawn to pursue as a volunteer or in my personal life?
  – How am I currently responding to the question, “And what do you do?”
Let them know they will have 10 minutes for this reflection.
• When participants have finished adjusting their sentences, ask them to form groups of three. Let them know that during the next 15 minutes, each person will have a chance to reflect on how they might confidently explain their vocation to people without referring to specific jobs or careers. While there is nothing wrong with simply saying, “Well I’m a teacher but I was laid off last spring,” being comfortable with a fuller self-identity can open doors to further conversation. Examples are,
  – I’m really interested in how websites help people broaden their audience. I’m currently cataloguing effective features, traffic, and revenue-generation, and revamping websites for charities my friends support.
  – I’m always motivated by opportunities to help people grow. Right now, I’m running a job transition group as well as helping teens, starting with the children of...
our friends and neighbors, connect with mentors or job sites they can visit.
- I’m a teacher at heart. Right now I’m taking an extra class on curriculum development while helping to design an effective tutoring program at a school near our home.
- Develop a personal statement that describes what you do without reference to your formal position to share with the group.

Note how these examples combine career interests with productive volunteer or part-time activities that one might add to a résumé. Further, they define the person’s core motivations or interests without formal job titles.

• Have the trios work together to help each person brainstorm similar self-identity statements.
  - Ask the groups to spend 5 minutes on each person. You might use a timer widget if you are using projection equipment.
  - During the 5 minutes
    The person who is currently the group’s focus will explain his or her core motivations and ideal new position
    The group will brainstorm volunteer, educational, or personal activities that might provide new training, experience, or networking in the person’s chosen area.
    The person will try out a self-identity statement, 25-50 words, using some of the ideas the group has come up with.

• When all participants have had a turn to develop a statement, ask the group if anyone has examples of new activities or volunteer opportunities they plan to pursue as a result of the exercise. Does anyone wish to share their statement with the entire group?

5. Large Group Exercise
Job Search Strategies

Objective: To use the past experiences of participants to expand everyone’s job search strategies and tips for effectively using them
Materials: Flip chart paper, markers, squares of paper or index cards of different colors (one color for each job search method, 4-8 of each color depending on the number of participants) RM E Job Search Expertise, RM F Peer Coaching Marketplace
Time: 50 minutes

• In advance, label sheets of flip chart paper with the following titles:
  - Networking
  - College placement office
  - Want ads
  - Family/friend’s business
  - Recruiters
  - Online networking (LinkedIn, etc.)
  - Online agencies
  - Walk-in
  - Sending out résumés’
• Have the large group break into small groups based on their response to this question:
  – How did you find your first “real” job (beyond high school/college, part-time or fast food work)?

• Have each group record a list of positive and negative aspects of using their job search method as well as interesting outcomes. Ask them to also brainstorm ways they overcame each negative aspect. Remind them to choose a spokesperson to report to the large group.

• Ask each group to report on the positives and negatives, saving the ways they overcame difficulties for the second round of the exercise. Prompt other attendees to consider which methods would be hardest for them to use.

• Let participants form new groups based on the job search methods they would like to learn to use with more ease. Have them discuss why they struggle with the method (for example, “I would never network because I feel like I am using my friends, etc.”) and together generate some questions they would like to have answered before using that method. Explain that this is to help them ready ideas for the next part of the exercise.

• Designate a color for each of the job search methods and ask participants to pick up a paper square or index card of the color that matches the method they would most like to improve their ability to use and another that matches the method that they feel most ready to answer questions about. Remind them that in their first groups they generated answers to some common questions already.

• Open a “peer coaching marketplace.” Post RM F so that people are clear on the rules:
  
  • Hold both cards in front of you, one higher than the other. The “top” card is your top area, the first group you joined. The “bottom” card is the area you wish to know more about.
  
  • Try to find someone with the same color cards, but in reverse order—your “top” color is their “bottom.”
    – If after a minute or so you have not found this “perfect” match, find someone who shares one color with you but in the opposite position
  
  • Coach each other—take turns asking questions and providing information on how to best make a job search method effective.
    – If you only share one color, the person who holds it on top will be the “expert” sharing advice. After a few questions, both participants should move on to find someone new with whom they can take the opposite role—if you were just the “expert”, find someone who is holding your bottom card on top. And, the other person searches for someone for whom they can be the “expert.”

  • Continue with new groupings until each person has had a turn to be coached and to coach.

  • Wrap up with any lessons learned that would benefit all those in the room.
Lee, a good friend of ours, told us that she was thankful for being laid off from her systems analyst position. “It happened just after my mother was diagnosed with Alzheimer’s. I could travel freely to her home and help with all of the necessary arrangements. God’s timing is perfect—how else could I have been at her side so much?” However, when Lee finally started her job search, recruiters were wary because of her lengthy period of unemployment.

Rob, another friend, has been in and out of work for the past three years. He loved his work as a drug rehabilitation counselor for teens and even passed up a promotion in order to continue working one-on-one with troubled youth. Then, to save money, his employer laid off all non-managerial senior counselors. With similar cutbacks at other rehabilitation centers, Rob was forced to leave the profession.

Do these stories sound familiar? Most of us know someone in employment transition. Perhaps your own career route is careening out of control. At such times we wonder, Is God disinterested in our work? Or have we somehow missed the road markers that told us which way to go?

Living Life Forward

Countless people on the other side of job transition will say that being forced to redirect turned into an unexpected blessing. Seemingly useless tasks, unrelated educational endeavors, or difficult employers became key elements in finding more meaningful careers. What seemed like wasted time was actually a waiting room where they gained added maturity and insight that led to greater opportunities. But when you are handed a pink slip, it is difficult to see the rainbows in the midst of the storm. As Sören Kierkegaard put it, “…life must be understood backward. But then one forgets the other clause—that it must be lived forward.” Living life forward is confusing and scary, but our only choice. Consider Joe, the youngest of many brothers and his father’s favorite. He planned on taking over his father’s agricultural holdings. His cocksure attitude, however, so infuriated his siblings that they actually arranged for him to be kidnapped and taken out of the country! Living virtually as a slave, imprisoned for crimes he didn’t commit, the biblical Joseph certainly went through much more than mere downsizing or displacement!

One of the points of Joseph’s story emphasizes is that what his brothers intended as evil—disposing of their little brother—God used for good. Once placed in Egypt, Joseph could save his family from the ravages of seven years of famine. However, the story illustrates several other truths for anyone who is struggling with career issues.

If you are wondering whether God has any plans for your career, take a fresh look at the meanderings that took Joseph to the throne of Egypt.

God’s Placement Program

Perhaps you long for a clear vision of your future, thinking, If only God would show me the goal, I’d be better able to make the right choices to get there.

Joseph’s experience shows us how off-target this desire can be. Joseph knew the end from the beginning; he bragged one day to his entire family, “I had another dream, and this time the sun and moon and eleven stars were bowing down to me.” (Gen. 37: 9) This prideful, favored Joseph had no incentive to humbly depend on God for his future.

God had to place Joseph where he’d acquire the maturity and management experience he needed to be second in command of Egypt. Look at the clear pattern visible in the context of God’s ultimate goal for Joseph.

Joseph’s first “job” was as an attendant to Potiphar, captain of Pharaoh’s guard. “Potiphar put him in charge of his household, and he entrusted to his care everything he owned.” (Gen. 39:4)

This position was similar to managing a small busi-
ness. A rich family in Egypt at that time lived in a two- or three-story house. Arranging for the household’s finances, elaborate meals, live entertainment, and elegant furnishings would all have been under Joseph’s care—a far cry from the grazing fields of Canaan and an excellent place to learn about inventory management, planning, and organization. Joseph’s lot in life at this point was pretty comfortable for a slave.

The overtures of Potiphar’s wife, however—and her subsequent lies—soon undermined Joseph’s job security. He landed in the royal dungeon, the site of his second job.

“But while Joseph was there in the prison, the Lord was with him; he showed him kindness and granted him favor in the eyes of the prison warden. So the warden put Joseph in charge of all those held in the prison, and he was made responsible for all that was done there.” (Gen. 39:21-22)

As the “place where the king’s prisoners were confined” (v. 20) the dungeon was large. Unpleasant prison conditions made managing prisoners an intricate task. Think of the skills in negotiation, decision-making, and persuasion that Joseph practiced as two full years passed. He also matured in character. His empathy with other prisoners contrasts markedly with the arrogance he displayed in Canaan; he heard about the dreams of the cupbearer and baker after noting their downcast expressions and inquiring about their sadness. Interpreting their dreams eventually brought Joseph to Pharaoh.

Contrast the Joseph of Canaan—“My sheaf rose and stood upright, while your sheaves gathered around mine and bowed down to it” (Gen. 37:7)—with the Joseph who came before Pharaoh—“I cannot [interpret dreams] but God will give Pharaoh the answer he desires.” (Gen. 41:16)

The intervening years made Joseph into a humble yet wise and perceptive person. Pharaoh recognized this and gave Joseph his third job: “There is no one so discerning and wise as you. You shall be in charge of my palace, and all my people are to submit to your orders.” (Gen. 41:39-40)

No one would choose to be enslaved and imprisoned to develop skills for the future, yet Joseph must have recalled those experiences with awe when he recognized how they had prepared him for his crucial role in the famine years. In times of transition, it requires great effort to look beyond our fears and hurts. However, recognizing God’s economies—how God puts all of our experiences to work—can inspire hope.

Try looking for God in your past experiences. If you are at the height of frustration, work with a friend who can be objective about the backwashes of your career. God doesn’t give you talents to leave on a shelf; God brings them out again for incredible purposes. What “wasted” activities turned out to be pivotal in moving your career forward? Think back through difficult situations, even tragedies, you have faced. God is in the business of bringing beauty out of ashes and turning things meant for evil into good.

**Right out of Wrong**

On numerous occasions, the failure or shortcomings of other people dragged Joseph down. First, his father, Jacob, turned his brothers against him through blatant favoritism. Then an immature Joseph gloated in front of his brothers. The brothers conspired to kill him; then God changed the hearts of two of the brothers so that they merely sold him into slavery.

Joseph surely felt that his punishment did not fit his minor misdemeanor of boastfulness. Yet these terrifying events, combined, placed Joseph in Egypt right where he needed to be.

At Potiphar’s house, Joseph apparently made the best of a bad situation. He seemed to do everything right, keeping himself pure and avoiding the seductive ways of Potiphar’s wife. Imagine his shock and bewilderment as he was dragged off to prison because of her deceit.

Again, Joseph was honest, industrious and steadfast. After he interpreted the dreams of the cupbearer and baker, people with direct access to Pharaoh, freedom probably seemed imminent. However, the cupbearer forgot his promises, and Joseph languished in prison for two more years. This simply furthered God’s purposes of bringing Joseph before Pharaoh at just the right time. Ultimately, Joseph was released to a future beyond his wildest dreams.

Detours because of our own mistakes are difficult enough to bear, but when the hurts come from others, finding goodness in the situation is tough. When David first devised his handbooks for small group ministry, an acquaintance said, “Your idea is great—polish it and we’ll make it our product centerpiece and find a job for you in our organization.” By the time David’s materials were ready, however, his friend had filled the product line. David’s conclusion? The project had no future.

David neglected to factor in God’s reasoning. Not long after David moved to Minneapolis, a colleague asked him whether he had any experience with small groups! Jointly they developed *People Together*, a small group program.
ministry series based on David’s original material. David now knows that if the first arrangements had worked out, he would have lost control of the project and his unique style. That initial rejection turned out to be a blessing.

David discovered in Minneapolis what Joseph had discovered in Egypt thousands of years earlier: that God’s will can be accomplished even when our mistakes or others’ sins appear to sabotage the direction of our lives.

Perfect Timing

Joseph was seventeen when his brothers sold him into slavery; he was 30 years old when Pharaoh put him in charge of Egypt. He’d had 13 years to wonder why all this was happening to him. Particularly excruciating must have been the two years in prison following the cupbearer’s broken promise to recommend him to Pharaoh.

God brought Joseph to the cupbearer’s mind again at just the right moment—a full seven years in advance of the famine crisis, giving Egypt plenty of time to prepare. God’s timing was perfect: into jail in time to hear the dreams of a person close to Pharaoh, out of jail in time to organize the country’s grain supply.

Waiting is always difficult, but sometimes the reason for the delay becomes clear. Kayla spent three years in any odd job she could procure, searching at the same time for ways help others through her artistic talents. By “accident” she met another woman whose organization shared her dream of somehow aiding women in poverty. The organization was looking for someone with Kayla’s qualifications. Together they found sponsors, created courses, and developed relationships that allowed them to add beauty and creativity to the lives of women, giving them new hope.

Does this mean that we take whatever comes our way with our hands folded because, “It will all work out?” No—it means that like Joseph, whatever comes our way, we keep hard at work, believing that God can use our activity and our waiting to develop the skills we need for the next stage God has in mind for us.

In the throes of downsizing or displacement, trust in God’s timing may be the toughest challenge of all, for we so desperately want things to work out on our timeline. Joseph was only responsible for himself—no family to care for, no mortgage payments due, no medical bills looming, no birthday or Christmas presents to buy. But how can anyone wait with confidence as the months of job searching pile up and the safety net of unemployment checks begins to bottom out?

Waiting may be easier if you contemplate God’s hand on your circumstances. God has a time for everything under the sun—and more importantly, God is with you even when you feel hope is lost, just as Joseph discovered.

If you wait patiently, using each moment to make contacts, looking for the purpose in detours, and trusting that God can use each circumstance, the doors of the waiting room of unemployment, like the doors of the Egyptian prison, will eventually swing open. And the reasons for those detours—even detours of 13 years such as Joseph experienced—will become crystal clear. Then you can stand with Joseph—at the reunion with his brothers, knowing the grain stores of Egypt would be the salvation of his family—and confidently declare that God was at work all along.

On Your Own: Directed Detours

Reflect on past jobs you’ve endured but not enjoyed. How has God used those experiences to give you skills for the future and mature your character?

Describe an occasion when you were treated unfairly. How did God work around that injustice and use it for good?

How has God used your past mistakes to prepare you for your present job or situation?

Describe a time when it was difficult for you to wait on God. What did you learn? How has God’s timing since proved to be perfect?
Article Discussion Process

In your groups:

■ Read “Off-The-Job Training” individually

■ Choose a few short passages--one or two lines each--that you would like to share with the group

■ Protocol
  • One person reads a passage without comment
  • Round robin, others comment on the passage
  • Person who read the passage describes why he/she chose it
  • Repeat with each group member
Employment Transition Tasks

Which one of these tasks comes most easily for you? Join that group to brainstorm tips, resources, and activities others might engage in to improve their employment search.

- Networking: Connecting via friends, colleagues and others with new people, services or organizations that might provide leads or recommendations
- Exploring: Rethinking one’s skills, talents, experiences and passions to broaden employment opportunities and then deepening one’s understanding of and fit with new ones
- Persevering: Staying optimistic, working steadily to find new leads, yet balancing renewal and relationship needs
- Staying Balanced: Finding ways to conserve finances, stay engaged in volunteer and civic responsibilities, keep up one’s energy, etc.
Hexagon of Interest Areas With Associated Life Gifts

**REALISTIC**
- Mechanical aptitude
- Operating heavy equipment, driving, piloting
- Manual dexterity
- Building mechanical/structural devices
- Physical coordination
- Organizing supplies or implements
- Taking physical risks
- Emotional stability, reliability

**INVESTIGATIVE**
- Inventing
- Researching
- Conceptualizing
- Working independently
- Solving complex problems
- Computer aptitude
- Synthesizing information
- Theorizing

**CONVENTIONAL**
- Organizing
- Appraising/evaluating
- Attending to detail
- Managing time, setting priorities
- Calculating and mathematical skills
- Systematizing
- Persevering
- Stewardship

**ARTISTIC**
- Acting
- Writing, reporting, technical writing
- Verbal/linguistics skills
- Musical expression
- Creative problem solving
- Sculpting/photography/graphic arts/painting
- Creative design through use of space
- Creative expression through color

**ENTERPRISING**
- Public speaking
- Selling and persuading
- Networking/building coalitions
- Leading
- Managing
- Negotiating
- Taking action
- Being adventurous

**SOCIAL**
- Teaching
- Listening and facilitating
- Understanding or counseling others
- Conversing/informing
- Being of service
- Evaluating people’s character
- Being empathetic and tactful
- Working with others

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Job Search Strategies

Move to the flip chart paper that corresponds to your answer to the following question. If your answer isn’t there, take a fresh piece of flip chart paper and add a category:

- How did you find your first “real” job (beyond high school/college, part-time or fast food work)?

- In your groups, record a list of positive and negative aspects of using this job search method as well as interesting outcomes.

- Brainstorm ways you overcame each negative aspect.

- Choose a spokesperson to report to the large group, to report on the positives and negatives, saving the ways you overcame difficulties for the second round of the exercise.

- As you listen to the other groups, consider which methods would be hardest for you to use.
Peer Coaching Marketplace

- Hold both cards in front of you, one higher than the other.
  - “Top” card—your expert area
  - “Bottom” card—area you’re exploring

- Try to find someone with the same color cards
  - Perfect match: same colors, but in reverse order—your “top” color is their “bottom.”
    - Coach each other
  - Almost match: one color in common but in the opposite position
    - Person with color on top is the “expert”
    - Then, find new partners to take opposite role

- Continue with new groupings until you’ve taken both roles

- Grab a new “color” if you’ve been in both roles and wish to continue