Your values

# What do I value in my work?

e.g. skills, attributes, culture, environment, working practices, activities, location, working hours, level of responsibility.

Ask yourself this question in terms of:

* Things I would like to have in a future job.
* Things I definitely would not want to have in a future job.

e.g.

* I would like a part time role within a creative environment that is close to home.
* I would like to have the opportunity to supervise others where my talent for leadership is recognised and rewarded.

# Values prompt list

Sense of Achievement

Providing a good level of service

Adventure

Status of profession

Fun

Collaboration

Power

Recognition

Learning

Harmony

Trust

Security

Independence

Influence

Kindness

Gratitude

Creativity

Opportunity to make decisions

Helping people/society

Open-minded

Order

Partnership

Variety

Opportunities to learn and develop

Acquisition of knowledge

Reward

Opportunity for promotion

Self-esteem

Freedom

Strength

Prudence

Leadership

Happiness

Compassion

Working within a team

Risk

Results

Talent

Humility

Dignity

Empowerment

Being considered an expert in my field

Respect

Managing a project

Knowledge

Growth

Community

Innovation

Friendship

Commitment

Management responsibility

Opportunities for flexible working

Having a set routine

Salary

Working close to home

Access to parking

Supervising others

Good work/life balance

Working for a well known orgnisation

Opportunity for promotion

You can also use this list in conjunction with the categories below to discover which of these values is your top priority for your future role.

1. Scan through the list quickly – it’s deliberately not in alphabetical order. Go with your ‘gut feeling’ and mark those that jump out as most important to you.
2. From the highlighted values, mark up the ‘top ten’.
3. Go through your top ten and place them in the categories below. This will help you to prioritise what things are both most and least important to you to have in your future.

* Very Important
* Important
* Quite important
* Of some importance
* Not important

Remember that values change and evolve. The need for ‘security’ may give way to a greater value in ‘creativity’ as your growing self-confidence allows you to take more risks. Therefore it’s a good exercise to do at different ‘cross-roads’ in your life.

Your achievements

If you are clear about what your key achievements have been in your career so far you can incorporate these into your CV and application forms for jobs you apply for in the future. You may also be able to use one or more of your achievements to demonstrate your suitability for a future role at interview.

# What achievements are you proud of e.g. work, home or leisure pursuits?

e.g.

* I achieved a vocational qualification in business administration.
* I ran a mini marathon for charity.

# What is there that you have not achieved that you may still want to?

Your knowledge and understanding

We gain knowledge and understanding by different means. This might include professional qualifications or training programmes. Other learning opportunities such as taking on a new project or task or undertaking additional responsibilities can help us learning something we didn’t know before. Learning can even happen through our leisure activities or simply through our life experiences.

Record your knowledge and understanding. Remember the examples given may not be relevant to you.

# Examples

Engineering techniques

University procedures

Computer operating systems

Receiving deliveries

Computer packages

Cleaning cages

Genetic mapping

Setting up budgets

Operate switchboard

Screening techniques

Purchase orders

Video conferencing

Your skills

A skill is an ability to do something so with this in mind answer the question:

What skills do I have?

You can use the skills prompt list below to help you name your skills. Remember to think back to each of your past roles as well as the skills needed to do your present role.

# Skills prompt list

Researching

Teaching

Training

Facilitation

Presentation

Project Management

Event management

Interpersonal

Liaising

Co-ordination

Coaching

Mentoring

Committee

Management:

* Finance
* Resources
* People
* Facilities

HR

Handling enquiries

Public relations

Fundraising

Administrative

Organisational

Accountancy

Process design

Customer service

Time management

Attention to Detail

Communication:

* Report writing
* Meetings/presentations

IT

Database development

Web editing

Statistics

Mentoring

Team work

Collaboration

Diplomacy

Cross cultural sensitivity

Minute taking

Chairing meetings

Reporting

Business awareness

Deputising

Analytical

Information handling

Problem-Solving

Technical

Project design

Networking

Negotiation

Idea generation:

* Creativity
* Implementation

Entrepreneurship

Committees

Marketing

Advertising

Promoting

Writing

Mediating

Your experience

Many job adverts, job specifications and further particulars will include a section about what experience they would like applicants to possess. If you can identify at this stage what areas of work you are experienced in then this will help you to quickly decide whether you match the criteria for the roles you are interested in or whether you need to gain some additional experience in order to match what is required for those roles.

Many of the skills and areas of knowledge you have identified already can also be categorised as experience.

Using the prompt list below note your areas of experience:

Researching

Teaching

Training

Facilitation

Presentation

Project Management

Event management

Interpersonal

Liaising

Co-ordination

Coaching

Mentoring

Committee

Management:

* Finance
* Resources
* People
* Facilities

HR

Handling enquiries

Public relations

Fundraising

Administrative

Organisational

Accountancy

Process design

Customer service

Time management

Attention to Detail

Communication:

* Report writing
* Meetings/presentations

IT

Database development

Web editing

Statistics

Mentoring

Team work

Collaboration

Diplomacy

Cross cultural sensitivity

Minute taking

Chairing meetings

Reporting

Business awareness

Deputising

Analytical

Information handling

Problem-Solving

Technical

Project design

Networking

Negotiation

Idea generation:

* Creativity
* Implementation

Entrepreneurship

Committees

Marketing

Advertising

Promoting

Writing

Mediating