



Discussion Guides and Overheads

Career and Personal Planning Program

Empowerment Through Self-awareness

User Guides and Overheads

The TypeFocus Careers Program is an in-depth and comprehensive program that uses handouts to help the user get involved with the information the program has summarized. Overheads explaining the four personality type factors and their work strengths and styles of appreciation are included.

Since the program can be accessed from any computer connected to the Internet, these handouts will prove helpful as “homework” to be done independently, then discussed in class.

1. Getting Started with TypeFocus

- a) Insert your site password before duplicating for distribution.
- b) This user guide is very helpful for new users and offers a good place for them to record their username and password.

2. Discussion Guide #1 - Self-awareness

- a) This guide provides a natural starting point for any user.
- b) It will prove challenging and will benefit from class discussion.

3. Discussion Guide #2 - Career Choice

- a) This guide provides a focus for exploring the issues around career choice.
- b) This guide benefits from discussion in “type-alike” groups. By grouping people into similar types, such as STs, SFs, NFs and NTs, you'll find the discussions are more enriching.

4. Discussion Guide #3 - Increasing Your Value

- a) This guide explores the concept of being a value-able employee.
- b) Recent research into Emotional Intelligence reinforces the value of being able to typeflex and reframe customers and co-workers. (The concepts of reframing/typeflexing are covered in the pop-up window of Interpersonal Relationships from the first report.)

5. Overheads of the four personality type factors:

- a) Extraversion – Introversion
- b) Sensing – Intuition
- c) Thinking – Feeling
- d) Judging - Perceiving

GETTING STARTED WITH TYPEFOCUS CAREERS



1. Start at <http://careers.typefocus.com> – click on the “**New users: click to register**” link and continue to Registration Page.
2. Enter your **Site Password**:
3. Make up your own **username, password and hint** – you need to complete **ALL** fields.
4. Scroll to the bottom of that page and click on **Continue**.
5. Record this information, you will need it:
Login Username:
Login Password:
Hint:

You are now registered, click on - **Click here to start**.

6. This is your Entry Page – fill in your Site Password, Login Username and Login Password and then click on the **Login** button.
7. Enter your real name and gender. Gender is needed to score the questionnaire correctly. Then click on **Continue**.
8. Next, complete the questionnaire – you need answer **ALL** questions. When finished, click on **Submit Your Questionnaire** button.
9. You will be asked to **confirm** your four personality type factors. The program always starts with the Extraversion/Introversion factor. If you agree with the description, click on **YES**.

The program will then accept it as confirmed and go to the next factor, asking you to **confirm** it.

10. If you do **not agree** with a description, click on **NO**. The program will then ask if the opposite result describes you better. If you click on YES, it will accept that as your confirmed type and go on to the next factor. If you click on No again, the program will again present the first factor for you to consider. It will not move on until you confirm each of the four factors with a YES response.
11. If you click on the **I'm not sure** button, it will present both factors in two columns and ask you to pick one.
12. When you have finished confirming all four personality factors, you will be congratulated on confirming your type and you may enter the program where you will find three career reports customized to your personality type.
13. The first and last reports are complete immediately but the middle report is interactive: it will help you discover the best career fit for your personality preferences - everything you do can be saved as you go along.
14. You may print any of these reports using your browser's print button.
15. When you want to leave the program, click on the **Logout** button at the top of the screen.
16. When you return to the program, enter at the “**Returning users: click to login**” link. This will bring you to the Entry Page – fill in your Site Password, Login Username and Login Password and then click on the **Login** button.



Discussion Guide #1 - Self-awareness

A. Discover Your Strengths

Self-awareness Report: Who am I ...really?

Career intelligence is a way of understanding yourself and the world. It means being attuned to your internal, personal world: what engages you, what you care about, what gives your life meaning. Only by knowing yourself will you be able to make the right decisions about your career - decisions that reflect your most important personal values and concerns, rather than being driven by external measure of success such as status or income.

Barbara Moses, author of Career Intelligence

1. Do you agree with the quote above? Is status or income bad?

2. Personality Profile:

What were your first thoughts as you read about your personality profile?

3. Career Insights:

How accurate does this description seem to you?

4. Workplace Strengths by Type Factor:

Which is your clearest or strongest type factor? What jobs within it appeal to you most?

5. Interpersonal Relationships:

What's your greatest interpersonal strength?

What's your greatest interpersonal weakness?

6. Lifelong Learning:

What do you think of this statement? *Feeling stressed by your education? Maybe it's not you, but a mismatch between how you learn best and the demands of the class. Nobody can work in his or her non-preferred areas for long without feeling drained.*



Discussion Guide #2 – Career Choice

B. Finding Your Way

Career Strategy Report: Where am I going?

Experiencing a lack of fulfillment and corresponding low motivation toward work, many realized they had not made a good career choice. They had chosen a field of work that was not a good match, and they were looking for a way to find out what their talents were and what occupations might fit.

Many were stressed out, even to the point of not wanting to go to work every morning. For some, the problem of job stress was so severe that they were having health problems.

Lee Ellis/Larry Burkett, authors of Finding the Career That Fits You.

1. **Does the above quote seem reasonable? Why would people choose careers that didn't "fit" with them? What keeps people in a job that is so stressful?**
2. **Write a brief statement about how your values, skills and interests work together.**
3. **What careers are you considering?**
4. **What is your plan for getting the training/education that you need?**
5. **Future Career Focus**
Write a detailed description of your career in 10 years time. The key here is to be specific. For example, if you are going to be a teacher, what grades will you be teaching? What courses? What will be special about how YOU teach these courses? What sort of relationship will you have to your classes? How do you want your students to remember you? What will be your long-term professional goal?



Discussion Guide #3 - Increasing Your Value

C. Getting The Job

Job Search Report: Gaining an Advantage

How to be a success:

Workplace success is directly linked to the idea of **added value**. Think about this chain of events:

1. Buried iron ore has no value.
2. Once it has been brought to the surface, its value increases to \$30 a ton.
3. Once it has been smelted into iron ingots, its value increases to \$300 a ton.
4. Once it has been forged into nails, its value increases to \$3000 a ton.

In this chain of events, input → throughput → output, **value is added during throughput**.

For example, the iron ore is the input for a smelter and ingots are the output. It is the smelting process itself, the throughput, that adds value to the iron ore by changing it to iron ingots.

To continue the example, the ingots are the input at the nail factory and nails are the output. The manufacturing process, the throughput, adds value to the ingots by changing them into nails.

How does “throughput” relate to you?

To be successful, you have to add value during the throughput. The more you understand your personality strengths and how to put them to good use in the workplace, the more value-able you will become!

1. Explain your work experience in terms of inputs, throughputs, and outputs. (Some are not obvious. For example, advertizing is an input and the store’s reputation is an output.) Is the throughput for a non-profit organization (such as a school) different from a for-profit organization (such as a car dealership)?
2. Give an example in which you personally added value to a business or organization. How did it relate to your personality?
3. Can you think of a time when you were frustrated with a co-worker, supervisor or customer? Was it a personality clash? Would typeflexing or reframing have made you more value-able?



Extraversion/Introversion

Energizing Preference

Where's the Focus?

Extraverts

Outwards

Many Interests
Work with others
Thinks out-loud

Introverts

Inwards

Deep Interests
Work independently
Thinks inside

Keyword:

Outgoing

Inner-directed

Work Strengths:

outgoing, energetic
involves people
handles change well

thoughtful, able to focus
carries through on tasks
can work independently



Sensing/Intuition

Discovering Preference

What do they pay attention to?

Sensors

five senses
that is: experience

Intuitives

patterns of sensation
that is: meaning

So they develop:

Attention to detail
Realistic
Focus on the present
Interest in what's at hand

attention to meaning
creative approach to life
focus on the future
interest in big picture

Keyword:

Practical

Imaginative

Work Strengths:

practical, realistic
pays attention to details
clear writing style

creative, innovative
focuses on strategic planning
handles complexity with ease



Thinking/Feeling

Decision-making Preference

Decisions based on:

Thinkers

logic
principles
precedent
fairness

Feelers

values
sentiment
personal impact
appropriateness

So they become:

task orientated
businesslike
impersonal
fair
just

relationship orientated
compassionate
personal
empathetic
merciful

Keyword:

Logical

Compassionate

Work Strengths:

logical, fair, objective
good at critical analysis

friendly, persuasive
naturally empathetic



Judging/Perceiving

Planning Preference

How they plan:

Judging-types

decide using current information
want closure
make decisions easily

Perceiving-types

wait until they learn more
want choices left open
postpone decisions easily

So they become:

orderly
well-organized
good at planning

flexible
off-the-cuff
spontaneous

Keyword:

Organized

Adaptable

Work Strengths:

organized, good at setting goals
makes and keeps schedules
gets things done

flexible, adaptable,
good in emergencies,
able to "go with the flow"