This marriage [between marriage and work] takes the particular form of a search for a Sense of Mission because of our conviction that God has made each of us unique, even as our fingerprints attest. We feel that we are not just another grain of sand lying on the beach called humanity, unnumbered and lost in the 5 billion mass,
but that God caused us to be born and put here for some unique reason: so we might contribute to Life here on earth something no one else can contribute in quite the same way. At its very minimum, then, when we search for sense of Mission we are searching for reassurance that the world is at least a little bit richer for our being here; and little bit poorer after our going.
We make a living by what we get, but we make a life by what we give.

Winston Churchill
Work and Life

“...the very genius which appears to distinguish men of different professions, when grown up to maturity, is not upon many occasions so much the cause, as the effect of the division of labor. The difference between the most dissimilar characters, between a philosopher and a common street porter, for example, seems to arise, not so much from nature, as from habit, custom, and education.

Adam Smith
STRATEGIC/LIFE CAREER PLANNING

Principles

• Active - Not Passive
• Hard Work
• Takes Time
A strategic life/career plan is based on a review of “total wellness.”

- **Career**
- **Intellectual/Cultural Pursuits**
- **Family**
- **Community, Social and Recreational Values**
- **Physical Health**
- **Spiritual Well-Being**
- **Financial**
PERANCANGAN KERJAYA

• Perancangan Kerjaya adalah satu proses berterusan bagi memungkinkan perubahan arah kerana seseorang individu itu memerlukan perubahan atau akibat perubahan situasi atau keadaan. Ini membolehkan individu mendapat peluang lebih baik untuk memenuhi kepuasan hidupnya.
proses perancangan kerjaya

Tiga peringkat atau fasa yang meliputi
• (1) membantu individu untuk memebntuk kefahaman tentang diri selengkap mungkin,
• (2) kefahaman selengkap yang mungkin mengenai dunia pekerjaan yang diminati, dan
• (3) mengintegrasikan maklumat dari kefahaman tersebut untuk memuat pemilihan dan memnuat keputusan.

Proses ini kadangkala dikenali sebagai pendekatan Parsonian.
Prinsip Perancangan Kerjaya

• Lebih baik anda **memilih pekerjaan** atau kerjaya yang anda kehendaki berbanding memburu sebarang pekerjaan.
• Anda tidak memilih sesuatu kerjaya tanpa melakukan **analisis diri** secara bijak dan berhati-hati.
• Anda perlu **meneroka pelbagai pekerjaan** atau kerjaya dan tidak mengkhusus serta merta atau membuat pemilihan secara ‘by accident' sahaja.
• Anda disaran mendapatkan **bimbingan dari pakar** terutamanya kaunselor kerjaya atau pegawai kademik yang telah melalui pengalaman dalam perancanganan dan pemilihan kerjaya mereka serta mempunyai maklumat pelbagai yang dapat membantu.
• **Pelan perancangan** dibena dengan mendokumen pilihan, tindakan dan factor masa terlibat. Aktiviti ini membantu memotovasikan diri dengan lebih jelas.
Herr & Kramer (2004)

- Memformusi pelan
- Menjelaskan objektif kerjaya
- Menghasilan pelbagai alternatif/pilihan kerjaya
- Mengimplementasi pelan tindakan
- Membuat penilaian
Lock (1992)

- Mempertingkatkan kesedaran kendiri dan lebih komitted
- Menghasilkan pelbagai alternatif pilihan
- Mengumpulkan maklumat bagi tiap alternatif pilihan
- Mengkaji persekitaran masa kini dan akan datang
- Mengkaji diri
- Membuat keputusan
- Mengimplementasikan tindakan
- Mendapatkan maklumbalas
AN IDEAL JOB

The career component of the life/career planning process is based on your concept of an ideal job. Creating an ideal job is a far better technique than the conventional method of “naming” jobs and eliminating them from consideration.
The best career advice to give the young is “Find out what you like doing best and get someone to pay you for doing it.”

Katherine Whitehorn
The Observer, 1975
Criteria for an Ideal Job

STEPS

• Determine what you like to do and can do well.

• Determine the conditions and environment in which you want to do what you like to do and can do well.

• Use what you like to do and can do well, and the conditions and environment in which you want to do it to create criteria for your “ideal” job.
One of the saddest things is the only thing that a man can do for eight hours a day is work. You can’t eat for eight hours a day nor drink for eight hours a day nor make love for eight hours a day--All you can do for eight hours is work. Which is the reason man makes himself and everybody else so miserable and unhappy.

William Faulkner
IDEAL JOB CRITERIA CAN BE USED FOR:

• **Life/career planning.** Life/career planning includes all aspects of life (e.g., avocations, community, family, health, spiritual) but recognizes that career is important to a life/career plan.

• **Evaluating** your current position to determine if there are elements of it which might be changed to enhance career satisfaction.
IDEAL JOB CRITERIA CAN BE USED FOR: (cont)

• Developing new approaches, skills and talents which will enhance your potential for success in a current or future position.
• Guiding the search for another position.
• Evaluating any potential job to determine if it is a better “fit” than the present position and determine how close it comes to the ideal.
• Planning a retirement/second career or to determine volunteer activities which will prove rewarding.
A SELF INVENTORY

Your Skills

You need to determine your favorite and strongest skills because they are what make you valuable to an employer and using these skills is vital to your career satisfaction because we are motivated to use our abilities.
TRANSFERABLE SKILLS

Interpersonal, mental and physical skills which can be used in a variety of settings and which are described by action verbs in gerund form. **Transferable skills** can be divided into groups based on whether they are used with *data, people or things*. For example, “negotiating” is a transferable skill used with people.
TRAITS or SELF-MANAGEMENT SKILLS
Skills which allow you to adapt to work environments and situations. Richard Bolles labels these skills, “Your style of working.” For example, “Quick Study.”
FIELDS OF WORK

The special knowledge that is acquired from training and/or experience. For example, “Registered Engineer.” Fields of interest and competence can be gained in a several ways.
Assessing Skills

If you love the hell out of what you are doing, you are usually pretty good at it.

Yeager: An Autobiography
Assessing Skills

If you love the hell out of what you are doing, you are usually pretty good at it.

Yeager: An Autobiography

Whether you think you can do a job or not, you are probably right.

Henry Ford
YOUR IDEAL JOB

Create a picture of your ideal job which incorporates:

• **Values** *Satisfied*

• **Skills** you want to use--What you offer an employer

• **Where** you want to use your skills--what geographic and organizational environment are you seeking
VALUES

You should determine what is important to you; people often ask questions such as:

• What would I like to have people say about me?
• What would I like my obituary to say?
• How would I like the world to be different due to my existence?
Choosing a Career or A Way of Life?

The influence of a calling on the lives of those who follow it does not cease with the five o’clock whistle, but extends beyond the shop or office to every aspect of existence. The few thorough studies of occupational milieus which extend to family life and social participation are amazingly rich in insights, and provide us with an understanding of certain social mechanisms which not studies of the general class structure are likely to distinguish.

Theodore Caplow, The Sociology of Work
WHERE DO YOU WANT TO USE YOUR SKILLS?

• What special knowledge or content do I want to use in my career?
• What salary and level of responsibility do I want now and what is my future aspiration?
• What do I want my career to deal with?
WHERE DO YOU WANT TO USE YOUR SKILLS?- Continued

• What kind of place would I like to work?
  – What kind of work environment do I want?
  – What type of geographic location do I want?

• What kind of people do I want to deal with on a regular basis?
  – As colleagues?
  – As “customers?”
WHAT DO YOU DO WITH YOUR CONCEPT OF AN IDEAL JOB?

• If you want a new position, attempt to discover positions which are similar to your ideal.

• If you want to enhance your present job, determine what can be changed to make it more like your ideal.

• Make personal contact with those who have the power to hire you for one of the positions you have discovered or who have the power to make your present position more like your ideal.
People are always blaming their circumstances for what they are. I don’t believe in circumstances. The people who get on in this world are the people who get up and look for the circumstances they want and if they can’t find them--make them.

George Bernard Shaw
in “Mrs. Warren’s Profession”
TIMING

• The best time to get a job is when you have a job.

• The best time to get a good job is when you have a good job.
Love what you do and you will never have to work a day in your life.

Paraphrased from Confucius