



**MENTORSHIP
PROGRAMME**
CHANGE INSPIRE EMPOWER

STRENGTHS and MOTIVATORS CAREER TOOL



CAREER INVENTORY

If your mentee is trying to figure out a next career step but isn't sure about what kind of role he/she would like to go for, this tool can help to identify what's really important to them beyond just job content.

Step 1 - Inventory Exercise



Reflect on the different roles that you have held throughout your career, think about what you enjoyed, what gave you energy and what you learnt to better understand what you may be looking for in a next career step. Then use the reflection questions as a next step.

Role / Company

Key Responsibilities (5-10)

1.

2.

3.

4.

5.

What I most enjoyed in this role
(gave me energy)

What drained my energy

Which skills were critical
to get the job done

What are the key Experiences I gained
or things I learnt

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Summarise key themes emerged from the exercise about what gives and drains your energy and thus key things you'd be looking for in a role:

Gives me Energy

e.g. the ability
to create, shape,
develop



1.

2.

3.

4.

5.

Drains my Energy

e.g. unstructured
meetings with
no clear agenda
or actionable
outcomes



1.

2.

3.

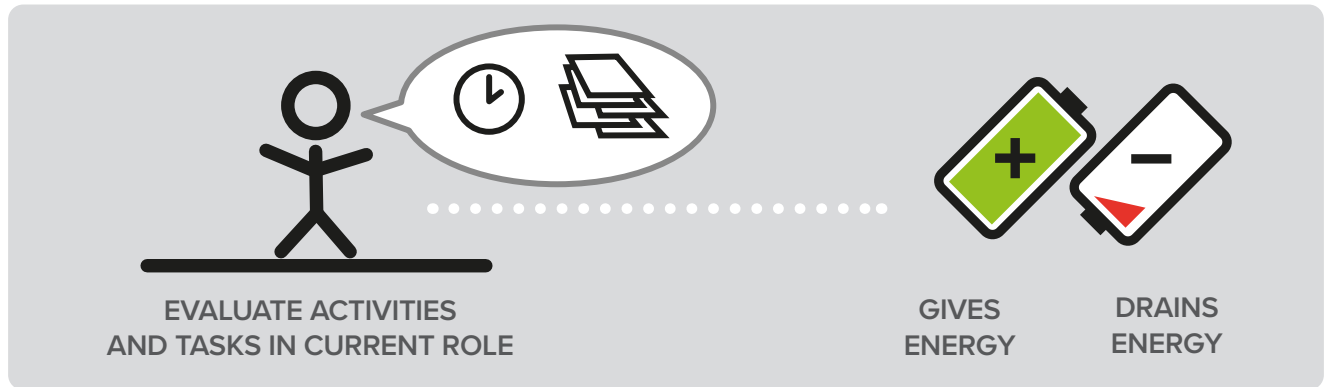
4.

5.

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Step 2 - Evaluating my current Role

Ask the following questions around your current role – maybe try filling in the table above for your current role to help.



With these themes in mind, reflect on your current role more specifically, which activities or tasks fall in which category?

How well balanced is your current role?

What are the biggest pain points?

What opportunities do you have to reshape your role to have more elements that help you get energy and reduce what drains your energy?

Step 3 - Knowing my Strengths, Skills & Capabilities

Now you have evaluated your role, think about your strengths and capabilities. The following resources might be useful to build up a more comprehensive picture of yourself, your preferences and values.

Strengthsfinder - you can buy the book with the online assessment at Amazon for about 15EUR, it's cheaper to buy the book again than it is to just buy the assessment

Life Career Rainbow - Understanding your current work-life balance and finding a balance that works for you.

https://www.mindtools.com/pages/article/newCDV_95.htm

MBTI - Understand your individual personality type, how you get your energy, how you make decisions and relate to others.

<https://www.personalityperfect.com/16-personalities-test/>

Leadership Motivation Assessment - understand how motivated you are to lead other people.

https://www.mindtools.com/pages/article/newLDR_01.htm

Identify your Values

https://www.mindtools.com/pages/article/newTED_85.htm

360 tools are a brilliant way of assessing strength and capability

Team Management Systems is a comprehensive profiling tool that helps focus your attention on the areas you gravitate towards that drive high performance

<https://www.teammanagementsystems.com>

SDI - Strength Deployment Inventory

<https://www.corestrengths.com/gb/products/assessment/>

FiroB - this looks at expressed and needed aspects that impact individuals behaviour

<https://careerassessmentsite.com/tests/firo-business-firo-b-tests/about-the-firo-b/>

Kilmann Conflict Model - looks at how you handle conflict and challenge

<https://kilmanndiagnostics.com/overview-thomas-kilmann-conflict-mode-instrument-tki/>

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Then ask yourself the following questions around your skills and capabilities:

What would you say are your key skills & capabilities?

What are the activities in your working life that you find are easy (and require potentially little effort) for you to do but may not be as easy for others?

**What are the activities your colleagues most often ask our advice on?
What skills do these activities require?**

If you were to ask someone at work who knows you well about what your strengths are, what would they say? (if you don't know, then ask them).

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Step 4 - Bringing it together to a plan

Reflect on what you have learned in the exercise and does this clarify a direction for you or areas to explore. The following questions might help.

How do you feel your current role fits your skills, capabilities and what you enjoy doing?

What would you like to do more of/less of

What has this exercise clarified for you? What questions does this raise?

What are the things you could do to drive to deliver more value – for the org and for your career?

What would you like to develop to drive towards a more fulfilling role?

What actions will you take to move towards your dream role? Short term, longer term?



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