



Module 1

Finding Your Purpose and Vocation

Progress To Date

Module 1 – Purpose and Direction

Module 2 – Resume Writing

Module 3 – Marketing Yourself

Module 4 – Identifying Opportunities

Module 5 – Responding To Opportunities

Module 6 – Networking

Module 7 – Interviewing

Module 8 – Negotiating Offers



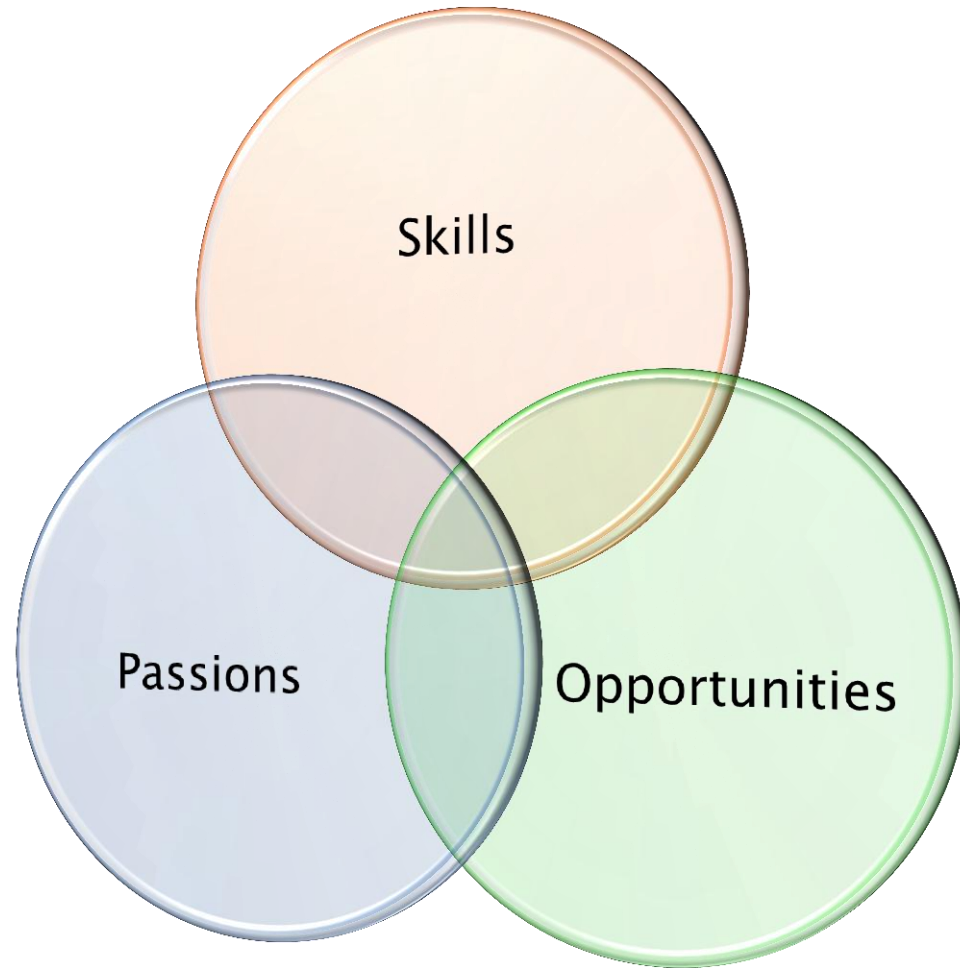
We Are Here

Module 1: Finding Your Purpose and Vocation

- ▶ Step 1: Completing the Finding my Purpose Diagram
- ▶ Step 2: What are your Skills?
- ▶ Step 3: What are you Passionate About?
- ▶ Step 4: Where do you see Opportunities?
- ▶ Step 5: Putting it all Together

Step 1: Completing the Finding my Purpose Diagram

Appendix 1.1



Step 2: What Are Your Skills?

Appendix 1.2, Part 1



Best Describes Me

- Teaching
- Team Building
- Assessing Performance
- Training
- Motivating
- Helping Others
- Serving Customers
- Responding Promptly
- Handling Complaints
- Setting Standards
- Measuring
- Gathering Data



Best Describes Me

- Computing
- Assessing Quality
- Research
- Advertising
- Pricing
- Promoting
- Counseling
- Fund Raising
- Managing Finance
- Analyzing
- Developing Policy
- Surveying
- Conceptualizing
- Designing



Best Describes Me

- Reviewing
- Administering
- Setting Priorities
- Restructuring
- Developing Work Plans
- Assigning
- Categorizing
- Taking Inventory
- Coaching
- Corresponding
- Drawing
- Writing
- Public Speaking



Best Describes Me

- Negotiating
- Mediating
- Managing Conflict
- Listening
- Interviewing
- Relating to Clients
- Selling
- Managing Sales
- Marketing
- Analyzing Markets
- Client Relations
- Editing



Best Describes Me

- Facilitating
- Correcting
- Following Up
- Reporting
- Auditing
- Budgeting
- Controlling
- Cost Accounting
- Financial Analysis

Step 2: What Are Your Skills?

Appendix 1.2, Part 1

1 • Skills in Priority

2 • Skills in Priority

3 • Skills in Priority

4 • Skills in Priority

5 • Skills in Priority

6 • Skills in Priority

7 • Skills in Priority

Step 3: What Are You Passionate About?

Appendix 1.2, Part 2



Passionate About

- How would you describe your strongest passions?
- When have you been most committed, passionate, and enthusiastic?
- When have you been most creative?
- When have you been most sure of yourself and your decisions?
- What do you consider to be your greatest accomplishment?
- When have other people considered you to be most successful?
- When have you enjoyed your work most?
- What talents were you relying on, and using, in these situations?
- For what would you take a very strong stand?
- What about the world puzzles or disturbs you that you could make an impact on?
- What jobs do you like to do at work when you have a choice?
- What activities are you drawn to outside of work?
- If money were no concern, what would you be doing?

Step 3: What Are Passionate About?

Appendix 1.2, Part 2

- 1 • Passions in Priority
- 2 • Passions in Priority
- 3 • Passions in Priority
- 4 • Passions in Priority
- 5 • Passions in Priority
- 6 • Passions in Priority
- 7 • Passions in Priority

Step 4: Where Do You See Opportunities?

Appendix 1.2, Part 3



Opportunities

- If someone offered me financial backing for a new business, what opportunity would I address?
- What business do I most admire and why? What are they currently doing well and taking advantage of in their respective market?
- What business is struggling in spite of implementing a strong plan? What could they adjust to be better positioned?
- From your industry experience, what does everyone think “won’t work”? Asking questions about what others have thought impossible is a great way to get new ideas.
- Where do I see the most job opportunities and for what type of skill sets? Are any relevant to me and can I focus my search in these areas?
- Given my skills and passions (completed in the earlier sections), where do I see strong opportunity?
- Where are spending trends occurring? Which industries or businesses are forecasted to grow?

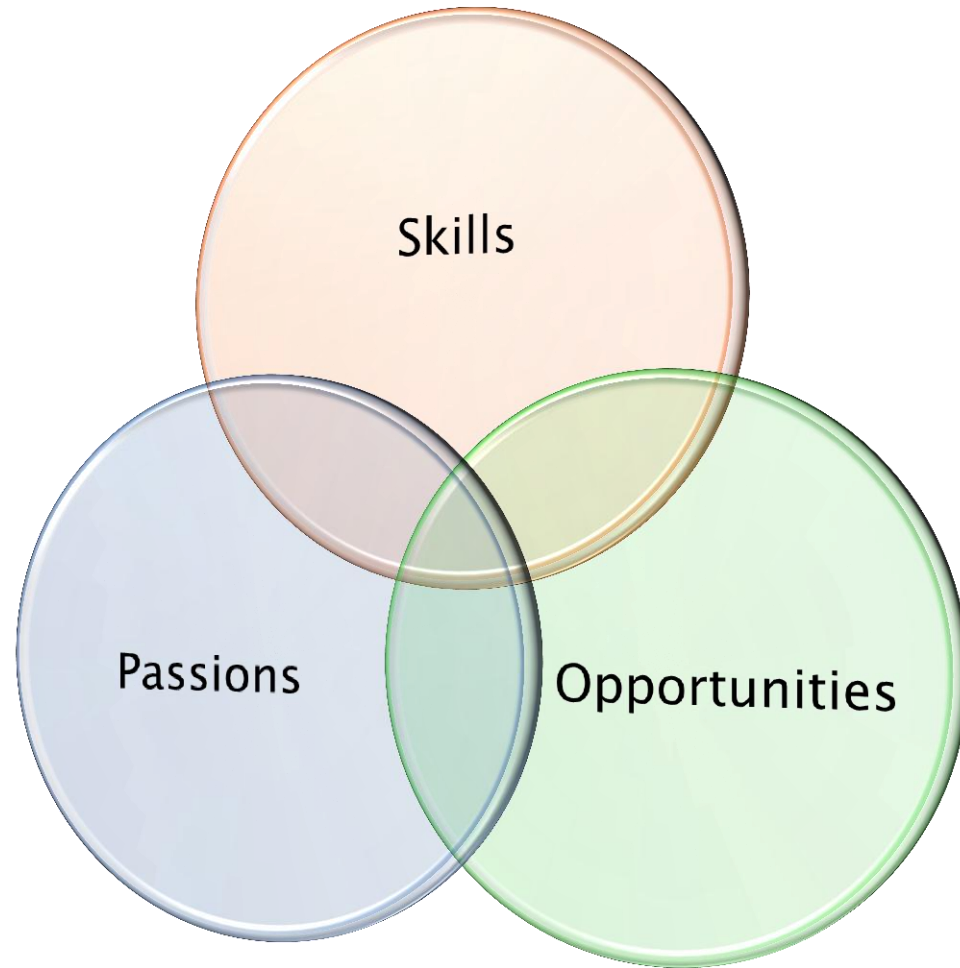
Step 4: Where Do You See Opportunities

Appendix 1.2, Part 3



Step 5: Putting It All Together

Appendix 1.1



Additional Resources



- ▶ The following sites offer online quizzes and other exercises to help you to match your interests, personality traits, and talents to the job market
www.keirsey.com
- www.assessment.com
- <http://www.self-directed-search.com/index.html>
- http://www.d.umn.edu/student/loon/car/self/career_transfer_survey.html
- www.typefocus.com
- www.typelogic.com
- www.online.onetcenter.org
- www.bls.gov/oco
- www.acinet.org