

IN THE
LOOP
OF A FLOURISHING CAREER

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Chapter 9

Resource Pack

On the following pages you will find the exercises from Chapter 9 of the book
In the Loop of a Flourishing Career by Katherine Street

Hunting for How

Date ___/___/___

This exercise will help you go hunting for how you do what you do and why you do it the way you do. I suggest you do this exercise using your current role before you have a live job application letter to write. When you do have a live job you may find the information from your first attempt feeds into the tasks you want to elaborate on in the job application letter. Regardless you will have practiced doing this when you are not under the pressure of a job application deadline.

Start by choosing five core tasks to investigate, for example the task of customer service, or the task of organising an event, or the task of completing an audit. Next, for each task, work through the questions listed in the first column and in the second column answer why you do it that way. Don't worry if you don't have an answer for each question, but the more you can answer the more material you will have to include in the why section of your application letter.

Task:

WHAT	WHY
As you do this task what important things do you take into consideration?	Why do you take these things into consideration?
As you do this task what unusual occurrences do you plan for?	Why do you plan for these?
As you do this task what questions do you anticipate?	Why do you anticipate these questions?
As you do this task what do you do that is unnecessary, but you do it anyway?	Why do you do this?
In what ways have you changed the way you go about doing this task?	Why have you made these changes?

Repeat for 4 more tasks.

Shape of a Cover Letter

ELEMENT	EXAMPLE
Date	1 January 2020
Address Block	Ms. J. Snow Manager XYZ Organisation GPO Box 33 CITY STATE Postcode
Salutation	Dear Ms. Snow
Purpose	I write to apply for the role of xxx.
Your attraction to the role	This role is of interest to me as I wish to ...
Their needs	In this role I understand it will be of particular importance ...
A summary of what you bring	In this example this, and this and this was happening. These people were involved. This was the particular hurdle faced...
Segue into giving examples	To solve this I went about...
Introduce the example	I did this by ...
Give the situation	I felt taking this approach was important because...
Say what you did	In this example this, and this and this was happening. These people were involved. This was the particular hurdle faced...
Say how you did it	To solve this I went about...
Say why you did it that way	I did this by ...
Give a second or third example	I felt taking this approach was important because...
Summary of core skills	To summarise the particular strengths I will bring to this role include...
Your skills in the future	Particular ideas I have for doing this well are...
Thank you	Thank you for the opportunity to submit an application for this role. If there is any further information I can provide you with please contact me.
Sign off	Yours sincerely Your first and second name

Personal Differentiation

Date ___/___/___

YOUR		Skills	Knowledge	Qualifications	Experience	Personal Characteristics	Potential
	Simple / Complex						
	Future Orientation						
	Time / Speed / Duration						
	Reputation						
	Environmental Factors						
	Quality						

AVENUES OF DIFFERENTIATION

Research Questions

QUESTIONS TO ASK AS YOU RESEARCH A ROLE

As you go about researching roles you might apply for gather information about the following. If important questions still remain unanswered consider asking the manager/contact person about these when you contact them. Gathering information from the manager/contact person about the role and its future is likely to give you insider information that helps you understand the specific needs they have of the person in the role – info other applicants won't have.

AREA OF RESEARCH	QUESTIONS TO ANSWER IN YOUR RESEARCH
The Organisation	What exactly do they do and/or produce? Who are their customers? How large, old, established, profitable is it? What threats or opportunities face it? How is it financed (for example, grants, product sales, government)? What is the management structure? Who is held up as a hero in this organisation and what for?
The Team (especially the team culture)	Who else/how many people are in the team? What is the culture like? How is work allocated? What degree of autonomy is standard? How willing are they to help each other? How does the team handle stressful times? How social are they? What specialist roles are there? How innovative is the team?
The Manager	What is their leadership style/philosophy? How do they problem solve/deal with conflict? To what degree do they micromanage? How welcoming are they of new ideas? What is their approach to staff development? How committed are they to performance planning processes? How is good performance celebrated? Do staff like this manager?
The Role	Is it a new position or one left by a vacancy? If it is a vacancy role how has it now been changed? Who is most impacted/supported by what this role does? What problems does the person in the role help avoid/fix? Are there peak times and/or times of low demand? What equipment does the person in the role use? Who/how does the person in the role learn?
The Future of the Role	How do you see this role developing over the next year? What major challenges will be faced in this role over both the short and long term? What achievements would you expect the person in this role to attain in the first six months? What future development will be crucial for the person in this role to keep abreast of upcoming developments?

Achievement List

Date ___/___/___

List 20 things you are proud of having achieved in your work/career. Things that were positive for you, energising you when you remember them even though others may not see them as achievements. These may be things such as a project you completed to a high standard, things you improved, times you supported others, personal challenges you overcame, difficult things you learnt, times when you maintained a standard when it was not easy. Recall the small things (a conversation at the right time, a small shift in processes), as well as larger achievements. Keep adding to your achievement list so it becomes a valuable resource. We quickly adjust to situations and forget the grit, determination, effort and struggle we went through to get there. This results in not always seeing your achievements for what they are. Your Achievement List is you at your best, a reminder of ways you have solved problems and the strengths you have been able to call on.

	ACHIEVEMENT
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