
THE CAREER COACHING WORKBOOK

For Professionals seeking a
career beyond academia



passage2pro

By Dr. Tina Persson



INTRODUCTION

Welcome to the career coaching workbook for professionals seeking a career beyond the classical academic career track toward full professor. The assessment is designed for STEM, Social Science, and Humanities professionals.

In the career workbook, you will find the following two tools you can use to self-assess yourself:

- The MATRIX - How ready are you? Get the temperature of your career development readiness
- The Career Choice Indicator, CCI - rating things you get energy doing daily indicates your future career and job field. You are learning to express the value you bring to your employer.

Finally, you also get a tool to manage your emotions during your career development and job hunt. Looking for a new career direction and the job is time-consuming, and it's easy and human to time-to-time get demotivated. Stay positive and focused is a major success factor, so I share the self-care F.I.T Framework as another exercise you can use whenever you need it. But I think you should incorporate F.I.T. as a daily routine.

 Let's start a new chapter in your career.

Good luck, Tina Persson, PhD

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HOW TO USE THE TOOLS

Let's learn how to use the tools in the career coaching workbook.

☀ Starting with the MATRIX - How ready are you?

- Answer the questions in each quadrant. You find two yellow, one red and one green.
- Then you count how many yeses and nos you have in each quadrant
- What color is dominating, then second and third
- Evaluate and reflect on the outcome

✓ What do I learn about myself? What could my next step be? What question could I ask my coach? And how can I use my coach to advance my career development?

The MATRIX gives you an indication of how ready you are in your preparation for your career transition. It's not a result but a "photo shot" of your readiness at a particular time.

1 My tip for the MATRIX exercise is to stay true to yourself! The exercise allows you to share your reflections with your coach. So, your coach can further support you in your career development.

Good luck!

On the next page, you will learn how to use the Career Choice Indicator - Get ready to learn more about your natural talents and interests.

☀️ Learn how to get the most out of the career choice indicator
- Identify your natural talents and interests to find a job field you find attractive and interesting.

Before starting the assessment, do the following:

- Take your time to reflect on your job or previous jobs
 - What gave you energy doing?
 - What kind of people gave you energy?
 - What tasks and situations gave you energy?
 - What tasks would you prefer to delegate to a colleague?
 - What took energy doing?
 - What kind of people did you find hard to work with?
 - What tasks and situations drained you from energy?
 - What tasks do you tend to do in a team-work situation?

After doing the above, you go to the assessment on the next page. You assess according to the following two strategies:

1) Read the six sections and rank the sections according to the section you like the most to the least favorite. TIP: Avoid overthinking - read them quickly and rank them according to your stomach feeling 😊

2) Go through each section and carefully read each bullet point. What bullet points give you energy doing, and what bullet points take energy doing?

Think like - What would I feel like if I had to do the task 80% of my daily job?

🚀 On the next page, you continue assessing yourself - Let's move on!

☀️ So, you have written down the bullet points from the six sections. Then you continue doing the following:

- Calculate how many bullet points you have written
- Reflect on what you learned about the selection you have done

The next step is to make another ranking of the bullet points you have selected. Start doing the following:

- From the bullet points you have written, rank them from 1-3 where:
 - Number 1 - I must do daily to stay motivated
 - Number 2 - I can delegate to a team colleague
 - Number 3 - I can skip

From the outcome:

- How many numbers 1 do you have left?

🚀 Time to evaluate the self-assessment to ask yourself the following questions:

- What did you learn in the selection process?
- If you only had to choose one bullet point! Which one would that be?
- If you had to share your outcome with a recruiter, how would you describe yourself based on the outcome?

☀️ Time to combine exercises 1) and 2) - When you return to exercise 1) and compare with 2) - What do you learn? Any differences? What is standing out?

📌 My TIP is to take your time and share your reflections with your coach. By sharing, you help your coach to learn more about you!

THE MATRIX - HOW READY ARE YOU?

CERTAIN & INACTIVE

	Y	N
Clear about career goals	<input type="radio"/>	<input type="radio"/>
BUT		
Not aware of options	<input type="radio"/>	<input type="radio"/>
Not well networked	<input type="radio"/>	<input type="radio"/>
CV not targeted	<input type="radio"/>	<input type="radio"/>
 SELF-LIMITING		

CERTAIN & ACTIVE

	Y	N
Well-informed about career options and suitable careers	<input type="radio"/>	<input type="radio"/>
Well-networked	<input type="radio"/>	<input type="radio"/>
Targeted CV	<input type="radio"/>	<input type="radio"/>
 STRONG CANDIDATE		

UNCERTAIN & INACTIVE

	Y	N
Not aware of career options	<input type="radio"/>	<input type="radio"/>
No plans or ideas	<input type="radio"/>	<input type="radio"/>
Not networking	<input type="radio"/>	<input type="radio"/>
Old CV	<input type="radio"/>	<input type="radio"/>
 UNPREPARED		

UNCERTAIN & ACTIVE

	Y	N
Low awareness of career potential	<input type="radio"/>	<input type="radio"/>
Applying for jobs and networking but no strategy	<input type="radio"/>	<input type="radio"/>
New CV but not targeted	<input type="radio"/>	<input type="radio"/>
 UNCLEAR DIRECTION		

THE CAREER CHOICE INDICATOR

- **CONDUCTING EXPERIMENTS, COLLECTING DATA**
- **USING MATHEMATICAL AND STATISTICAL TOOLS**
- **INSTRUMENTATION KNOWLEDGE AND UNDERSTANDING**
- **TAKING RESPONSIBILITY FOR LABORATORY/ROOM, RESOURCES AND MAINTENANCE**
- **PRACTICAL AND PHYSICAL EXPERIMENTAL TASKS**
- **APPLYING SPECIALIST TECHNICAL SKILLS**
- **EQUIPMENT AND METHODOLOGIES**

- **MAKING NEW DISCOVERIES**
- **INTERPRETING RESULTS AND DATA**
- **CONCEPTUALIZING & DESIGNING INVESTIGATIVE RESEARCH PROJECTS TO TEST HYPOTHESIS**
- **THINKING UP NEW THEORIES AND PROCESSES**
- **RESEARCHING/REVIEWING RESEARCH LITERATURE**
- **WRITING AND REVIEWING RESEARCH ARTICLES**
- **LEARNING ABOUT NEW RESEARCH**

- **PREPARING AND CONCEPTUALIZING GRANTS**
- **PROMOTING AND SELLING "YOUR" IDEAS**
- **THINKING "BIG PICTURE" AND HAVING NEW IDEAS**
- **MARKETING AND PROMOTING RESEARCH**
- **COORDINATING/LEADING PROJECTS**
- **TECHNOLOGY TRANSFER/IP OPPORTUNITIES**
- **ESTABLISHING NEW COLLABORATIONS**
- **FREELANCE CONSULTANCY WORK**
- **SETTING UP NEW PROJECTS**

- **DEMONSTRATING IN UNDERGRADUATE PRACTICALS**
- **LIAISING WITH PEOPLE (E.G., COLLEAGUES, PEERS, EDITORS. COLLABORATORS, STUDENTS, ETC.)**
- **BEING INVOLVED IN ORGANIZING EVENTS BRIDGING PEOPLE TOGETHER (CONFERENCES, DEPARTMENT ACTIVITIES, ETC.)**
- **NETWORKING AT CONFERENCES, HELPING AND SUPPORTING OTHERS**
- **SUPERVISING/MENTORING**
- **TEACHING/TUTORING**

- **IMAGINATIVE DATA PRESENTATION**
- **TECHNICAL/RESEARCH DESIGN INNOVATION**
- **ARTISTIC REALIZATION (VISUAL, PERFORMANCE, ETC.)**
- **BLOGGING, PODCASTING AND OTHER SOCIAL MEDIA**
- **WRITING PRESS STORIES, MEDIA ENGAGEMENT**
- **POPULARISING SCIENCE TO THE PUBLIC**
- **THEATRICAL AND DRAMA PRESENTATION**
- **WRITING GENERAL SCIENCE ARTICLES**
- **CREATING IMAGINATIVE DESIGN**

- **ORGANIZING EXPERIMENTAL/THEORETICAL SCHEDULES**
- **KEEPING RECORDS OF DATA AND BUDGET**
- **WORKING TOWARDS DEADLINES**
- **ORGANIZING WORKLOAD AND PRIORITIZING TASKS**
- **FOLLOWING UP AND ASSESSING STUDENT ESSAYS**
- **MANAGING FINANCES**
- **SERVING ON COMMITTEES**
- **WRITING REPORTS**
- **EDITING MANUSCRIPTS**

HOW TO STAY EMOTIONAL F.I.T

Working on your career development and job search is harder when you're overwhelmed or in a crisis. However, planning for challenges before they happen gives you insight into the best and most sustainable options for you to recharge and recharge your batteries. Also, each day, proactively taking care of yourself in small ways helps you be better prepared for challenges or unforeseen circumstances. Below is a strategy you can use to stay emotional F.I.T

The F.I.T Framework:

- Focus on being positive
- Incorporate meditation and exercise in your daily routine, and
- Think gratitude every day

THINGS I CAN DO EACH DAY
THAT WILL MAKE ME FEEL GOOD
ABOUT MYSELF

WHAT I SHOULD SAY TO MYSELF
WHEN I AM HAVING A DIFFICULT
TIME

WHAT I SHOULD AVOID DOING
WHEN I AM HAVING A HARD DAY

WHAT I CAN DO (THAT IS GOOD
FOR ME) WHEN I FEEL
OVERWHELMED OR UPSET

BE BRAVE



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