

# CAREER MENTOR





Holistic career fulfilment includes workplace performance, workplace leadership as well as work satisfaction

Workplace performance skills are essential for satisfactory work performance – both cognitive and otherwise. We have considered aptitude that is important for learning new skills, E- I dimension of personality that is important for adjustment in a role as well as the client's self-appraisal on the task, personal and people leadership skills that are important in work. It provides clients an assessment of their current status as well as growth recommendations.

# Extraversion vs Introversion

Extraverts derive their energy from people. They are involved in outer world of people. Introverts derive their energy through self-reflection. They are interested in inner world of concepts & ideas. E-I preference starts appearing from a very early age (3-4 years), like left & right-handedness. Understanding and respecting these preferences and exploring careers accordingly helps a healthy work adjustment.



## Signs of E-I

### Extraversion

You are publicly vocal.

You are generally full of energy.

You show enthusiasm.

You are open and accessible.

You enjoy social gatherings.

You focus more on breadth of interests than on depth of interests.

### Introversion

You are generally silent.

You seem more reserved.

You are slow to open-

up. You are

introspective.

You "mind your own business"

You get drained by or get irritable in social gatherings.

You are more comfortable alone or in a small group of familiar people.

You are less distracted by environmental stimuli.

Score	Percentile
<b>&lt;=17</b>	<b>&lt;=25</b>
<b>17 - 22</b>	<b>25 - 50</b>
<b>22 - 27</b>	<b>50 - 75</b>
<b>&gt;27</b>	<b>&gt; 75</b>

## Some Career suggestions for 75+ percentile

Cluster	Extraverted	Introverted
Agriculture, Food & Natural Resources		Agricultural Engineers
Architecture & Construction		Architects, Civil engineers, Transportation, engineers
Arts, Audio/Video Technology & Communications	Chief Executives	Operations Research Analysts
Education & Training	Post-secondary teachers (Arts, Drama & Music)	Post-secondary teachers (Science, Engineering, Law)
Finance	Sales Agents (Securities and Commodities)	Actuaries, Credit analysts, Financial managers
Government & Public Administration		Urban and Regional Planners
Health Science		Epidemiologists, Neurologists, Surgeons, Neuropsychologists,
Information Technology		Geographic Information Systems Technicians
Law, Public Safety, Corrections & Security		Probation Officers and Correctional Treatment Specialists
Manufacturing		Industrial Engineering Technologists, Manufacturing Engineering Technologists
Science, Technology, Engineering & Mathematics		Engineers, Archeologists, Scientists, Biostatisticians, Chemists, Historians, Mathematicians, Economists

## Some Career Suggestions for 50 – 75 percentile

Cluster	Introverted	Introverted
Agriculture, Food & Natural Resources		Animal Scientists, Biological technicians, Food scientists & technologists, Soil & Plant scientists, Zoologists & Wildlife biologists
Architecture & Construction		Cost Estimators, Interior designers, Landscape architects, Surveyors
Arts, Audio/Video Technology & Communications	Agents and Business Managers of Artists, Performers, and Athletes, Choreographers, Producers, Reporters & correspondents	Art directors, Commercial & Industrial designers, Film & Video editors, Music directors, Musicians, Poets, Lyricists & creative writers
Business Management & Administration	Chief Sustainability Officers, Compensation & benefit managers, General & operations managers, Human resource managers, Labour relations managers, Meeting- convention-event planners, Purchasing managers	Biofuels Production Managers, Business continuity planners, Computer & information systems managers, Industrial production managers, Management analysts, Regulatory affairs managers, Security managers
Education & Training	Education administrators, Coaches & scouts	Adapted Physical Education Specialists, Distance learning coordinators, Post-secondary teachers (science streams)
Finance	Sales agents	Accountants, Auditors, Budget analysts, Financial analysts, Insurance examiners, Risk management specialists, Treasurers & controllers
Government & Public Administration	Equal Opportunity Representatives and Officers	Appraisers, Real Estate, Compliance officers, Regulatory affairs specialists, Statistical assistants,
Health Science	Athletic trainers, Dieticians & nutritionists, Medical & health service managers	Audiologists, Anesthesiologists, Genetic counsellor, Low vision therapist, Medical scientist, Radiologist

Cluster	Introverted	Introverted
Human Services	Industrial-Organizational Psychologists, Social and Community Service Managers, Healthcare social worker	Counseling Psychologists, School psychologist
Information Technology		Business Intelligence Analysts, Computer network architects, Computer programmers, Database administrators, Information security analysts
Law, Public Safety, Corrections & Security	Administrative Law Judges, Adjudicators, and Hearing Officers, Arbitrators, Mediators, and Conciliators	Intelligence analysts, Forensic science technicians
Manufacturing	Purchasing agents	Engineers & technologists
Marketing	Advertising and Promotions Managers, Energy brokers, Marketing managers, Public relations officers and fund managers	Market Research Analysts and Marketing Specialists
Science, Technology, Engineering & Mathematics		Anthropologists, Climate change analysts, Economists, Engineers, Geographers
Transportation, Distribution & Logistics		Pilots, Flight engineers, Logistic engineers, Transportation managers

## Some Career Suggestions for 50– percentile

Cluster	Introverted	Introverted
Cluster	Extraverted	Introverted
Agriculture, Food & Natural Resources	Buyers and Purchasing Agents, Farm Products	
Arts, Audio/Video Technology & Communications	Broadcast News Analysts	Copy Writers, Editors, Proofreaders
Business Management & Administration	Fundraisers, Human resource managers, Training & development managers	Compliance Managers
Education & Training	Fitness and Wellness Coordinators, Post-secondary teachers	Archivists, Librarians, Instructional designers & technologists
Finance		Claims Examiners, Property and Casualty Insurance
		Fraud Examiners, Investigators and Analysts
Health Science		Acupuncturists, Midwives, Music-art-recreational therapists
Hospitality & Tourism	Lodging Managers, Recreational workers	
Human Services	Child, Family, and School Social Workers, Clergy, Community health worker, Health educators	Mental health counsellors, Rehabilitation counsellors
Information Technology		Document Management Specialists
Law, Public Safety, Corrections & Security	Fish and Game Wardens	
Marketing	Public Relations Specialists, Sales representatives (non-technical products)	
Science, Technology, Engineering & Mathematics		City and Regional Planning Aides, Park Naturalists

## Task Leadership –

Associated with successful task completion

Dimension	Description	Status
Communication (Foundation)	Reading comprehension, Translating or explaining, Writing, skills, Working with emails	
Creativity & Innovation	Thinking creatively, Innovating	
Knowledge Management	Learning strategies, Knowledge updating, Active learning	
Problem Solving	Analytical thinking, problem identification, developing and evaluating alternatives,	
Quality management	Attention to details, maintaining accuracy, Inspecting & Monitoring, Self-monitoring	
Systems thinking	System analysis, System evaluation	
Task closure	Goal setting, Time Management, Administration	
Working with Information	Monitoring, information gathering, evaluation and processing.	

### Focus Areas



# Personal Leadership –

Associated with corporate citizenship

Dimension	Description	Status
Judgment & decision Making	Using judgment, Making decisions	
Emotional Intelligence	Self-control, Adaptability, Managing ambiguity & competition, Managing work pressure, Stress tolerance, Working in limited freedom	
Initiative & Effort	Establishing challenging goals, actively attacking problems, putting efforts and displaying perseverance	
Integrity	Ethical Behaviour, Dependability	

Focus Areas

## People leadership –

Associated with working well & leading people

Dimension	Description	Status
Communication (Advanced)	Providing information, Active Listening, Speaking, Interacting	
Cooperation	Understanding others' feelings, Helping others	
Coordination	Getting group members together for task Accomplishment	
Customer Management	Dealing with or performing for public or external customer, Facilitating others	
Influencing	Convincing others to change their minds	
Interacting with People	Non face to face interactions, Public speaking, communicating outside organization	
Leadership	Goal setting, Team building, Directing, Monitoring, Leading, Negotiating, Persuading	
Resource Management	Management of people resources, staffing	
Social skills	Social Orientation, Social Perceptiveness	

### Focus Areas

## Concerns, Suggestions

Dimension	Description	Status
Self-Control (Emotional Intelligence)	To control adverse emotions at work place	<ol style="list-style-type: none"> <li>1. Develop emotional self-awareness. This is a pre-requisite to emotional self-regulation</li> <li>2. Emotional Self-regulation - Covered in EI</li> </ol>
Social Orientation (Social Skills)	To maintain personal connection with other colleagues at work place	<ol style="list-style-type: none"> <li>1. Develop respect &amp; empathy for others - being concerned.</li> <li>2. Maintain self-esteem - believing in your ability to build connections.</li> <li>3. Be approachable, reasonable &amp; professional. Make interactions easy and enjoyable. However, set your boundaries.</li> <li>4. Offer help at times.</li> <li>5. Seek reasonable help - allow others to feel valued.</li> <li>6. Believe in a growth mindset &amp; a win-win approach.</li> <li>7. Focus on problem resolution</li> </ol>
Assisting & Caring (Social Skills)	Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.	<ol style="list-style-type: none"> <li>1. Develop respect &amp; empathy for others - being concerned.</li> <li>2. Identify how you can help most naturally - by being available, through financial assistance in need, by offering advice or expertise, etc.</li> <li>3. Offer help - Find time &amp; energy to offer help, even when it means a little discomfort or additional effort.</li> </ol>

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Knowledge updating  
(Knowledge  
Management)

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Keeping up-to-date  
technically and  
applying new  
knowledge to your  
job.

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1. Understand the purpose - Being able to perform current

responsibilities well, preparing yourself for growth to higher role, preparing for your long term aspiration, gaining respect for your subject matter expertise and satisfying your intellectual curiosity). Accordingly, identify the relevant domain of knowledge and expertise that you should invest your time on.

2. Identify the right sources - Being part of relevant projects, working with SMEs, Getting formal training (either through organization or otherwise), Reading relevant journals, Informally supporting teams working on technical projects

3. Be prepared to put sustained efforts - Being recognized as a domain expert and keeping updated on relevant knowledge requires a lot of extra efforts than just completing your assignments. It requires spending time on the resources identified in previous points, many times over and above the formal work assignment. As the domain knowledge constantly gets updated, it almost always means sustained efforts.

4. Be honest to yourself - Be clear in your mind, what role you want to play in longer term - which domain - will it be the SME or the managerial role that shall interest you. Accordingly, you need to identify the domain knowledge on which to focus.

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Stress Tolerance  
(Emotional  
Intelligence)

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To handle criticism  
well

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1. Develop emotional self-awareness & emotional self-regulation.
  2. Don't take it too personally - Criticism of work performance is not always a personal criticism. Differentiate between the two.
  3. Follow the process - Try to process the criticism as open-mindedly & objectively as possible. Avoid defensiveness or excuses. Receive inputs. Give yourself some time for this to be absorbed - when initial negative emotions weaken and you can more objectively think of this as a feedback. Evaluate the feedback logically to identify areas of improvement and points to be ignored.
  4. During the entire process, maintain your respect & empathy towards critic. Similarly, during the entire process, maintain your self-esteem - the feeling of being inherently worthy.

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Stress Tolerance  
(Emotional  
Intelligence)

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To maintain calm  
during  
stressful situations

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1. Emotional self-awareness & self-regulation
  2. Relaxation techniques

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Adaptability  
(Emotional  
Intelligence)

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Being open to both  
positive and  
negative changes  
at workplace and  
am able to adapt to  
them

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1. Maintain a healthy balance of self-esteem & self-awareness  
- Believing in your capacity to add value, also realize that we always have a lot to learn.
  2. Be aware of the bigger picture and how this is driving the change.
  3. Focus on improving, not proving - Manage your internal process (emotions, biases, judgments, etc) to remain open to suggestions & experiences. Be patient in analyzing them before declaring them more or less suitable.
  4. Be aware of your thinking process - Is it reasonably logical or is it heavily loaded with bias or prejudice.
  5. Utilize any opportunity for discussion to
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		<p>discuss your view point in most constructive and non-violent manner. Utilize your social perceptiveness and other social skills while doing so.</p> <p>6. Remain motivated if some or all of your suggestions are rejected, even if it personally affect you.</p> <p>7. Choose your next actions - adapt &amp; give your best if the impact of decision is manageable or identify opportunities within/ outside organization (in case the impact is not manageable). Remember to remain professional in any situation.</p>
Social Perceptiveness (Social Skills)	Being aware of others' reactions and understanding why they react as they do.	Part of Emotional Intelligence detailing
Customer management	Dealing with external customers or general public in work related matters	<ol style="list-style-type: none"> <li>1. Develop &amp; practice service orientation - willingness &amp;</li> <li>2.</li> <li>3. activity that can help customer have an excellent experience.</li> <li>4. Develop your communication skills - active &amp; empathetic listening and respectful, reassuring speaking. Develop social perceptiveness and mastery of non-verbal communication</li> <li>5. Practice empathy &amp; patience. Develop resourcefulness and ability to close.</li> </ol>

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Conflict management  
(Leadership)

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Handling and  
managing  
conflict  
situations on a  
regular basis  
without losing  
my motivation

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1. Focus on managing conflicts as opportunities for organization learning & group performance enhancement while minimizing the negative impact.
  2. Understand the various styles of conflict management -competing, compromising, collaborating, avoiding & accommodating.
  3. Resolution strategy should be perceived as a win-win for the conflicting parties.
  4. If you are a mediator, then it is important to establish your personal credibility over conflicting parties through appropriate display of self-esteem, respect & competence.
  5. Consider conflicts as inevitable ingredient of team working. Also believe in your ability to manage them well.

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Directing  
(Leadership)

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Providing guidance and  
direction to  
subordinates,  
including setting  
performance  
standards and  
monitoring  
performance.

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1. Maintain healthy self-esteem.
  2. Maintain respect and empathy for others.
  3. Believe in your capacity to guide, while acknowledging your shortcomings and weaknesses.
  4. Develop healthy working relations, through a focus on professional approach and emotional maturity.
  5. Focus on enabling teams to become competent and independent.
  6. Watch out for signs of high-handedness or overpowering in your approach. Consider yourself a mentor and enabler, while still being in-charge.
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## Leadership

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If required, taking charge of the situation quickly

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1. Have a vision - Have an idea of how success looks like for a problem they are facing. Be a problem solver. See themselves as instruments of change
  2. Be forthright in your thought and expression, without being unsupportive or unfriendly.
  3. Be a change agent - Be clear of what you want from each interaction & communicate in ways that are most likely to meet goals & produce results. Provide a balanced feedback that originates from a balanced perspective.
  4. Help others to behave similarly by training & coaching them to be problem solvers.
  5. To achieve above - work on your need to be liked, poor confrontation skills, and fear of conflict and absence of a vision.
  6. Be respectful of others. All your thoughts and actions should consider others as equals and not mere resources to meet your goals.

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## Negotiation (Leadership)

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Bringing others together and trying to reconcile differences.

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1. Maintain a healthy self-esteem - believe in your inherent worth.
  2. Respect others - treat them as equals.
  3. Know the difference between influencing & manipulating - Influencing is behaving in ways that may help others reconsider their opinions, possibly leading them to change or cooperate.
  4. Develop self-awareness & self-regulation.
  5. Build social perceptiveness & social skills. Help others feel valued and cared - as a starting point of building rapport.
  6. Build communication skills - Develop active & empathetic listening as well as comforting,
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Persuasion  
(Leadership)

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Persuading others to  
change their  
minds or  
behavior.

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reassuring yet purpose-driven speaking skills.

7. Represent yourself well - Make sure to  
have situation-appropriate dressing &  
mannerism.

8. Be truly concerned about others - Educate  
others about the topic/ product under discussion  
in best possible manner. Be open to accept the  
short-comings and never misguide. - Be open-  
minded. Be ready to accept errors in your logic  
and

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possibly good suggestions from others.

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Team building  
(Leadership)

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Encouraging and  
building  
mutual trust,  
respect, and  
cooperation  
among team  
members.

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mind. Be ready to accept errors in your logic  
and

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possibly good suggestions from others.

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1. Shared vision - Explain the shared vision  
towards which the entire team, including  
yourself should be working.

2. Communication - Clear, open, honest  
& respectful communications, enabling  
team members to expressthemselves.

3. Try to create as clear roles & responsibilities as  
possible.

4. Give a sense of fairness - without bias or  
prejudice

5. Develop collaboration skills of the team -  
promote mutual

trust & appreciation, ability to express respectfully  
without

5. fear, willingness to listen with open mind, affinity  
throughteam building exercises

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