

# Action Planning Guide

*"Wheresoever you go,  
go with all your heart."*  
A word from the Sherpa

## This Guide Will Help You

- Choose the right career path
- Choose the right educational program and post secondary institution
- Determine your career goals
- Confirm your strengths as an individual
- Identify opportunities for growth and development

## Benefits of Using the Guide

- Ensure your best chance of career success
- Reinforce the things you do well
- Identify areas for future growth
- Graduate from your program

Career Sherpa™ is unique in that it will help you focus on **"what you can do"** rather than on **"what you can't do"**. It will help leverage your strengths into a productive and satisfying lifestyle.

This guide will help you determine what actions to take to help you achieve success, not only with your education and career, but in all aspects of your life.



**careersherpa™**

# Accessing Your Profile



## Access Your Account

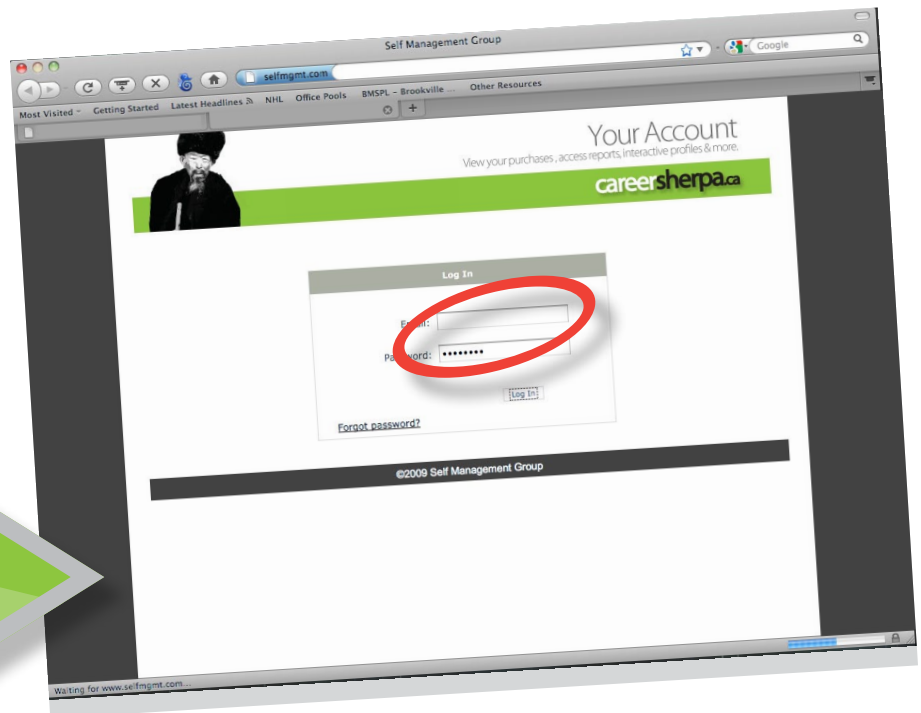
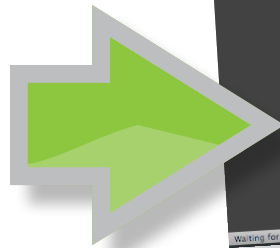
- Visit [www.careersherpa.ca](http://www.careersherpa.ca) and click the button.

Access Your Existing Account



## Login & Get Started

- Enter your username and your password
- You'll be redirected to a page called "Assessment Centre"



# Your Personal Profile

## Your Assessment Centre

Once you have logged into your Career Sherpa™ account, you will find your customized Career Sherpa™ profile in the **Assessment Centre**.

To access your report and interactive profile click **VIEW REPORT**.

The Career Sherpa™ Brief Report profile contains 3 sections:

### 1. General Recommendations

Suggestions from the Sherpa regarding the type of career you would naturally be suited for based on your inherent personality traits.

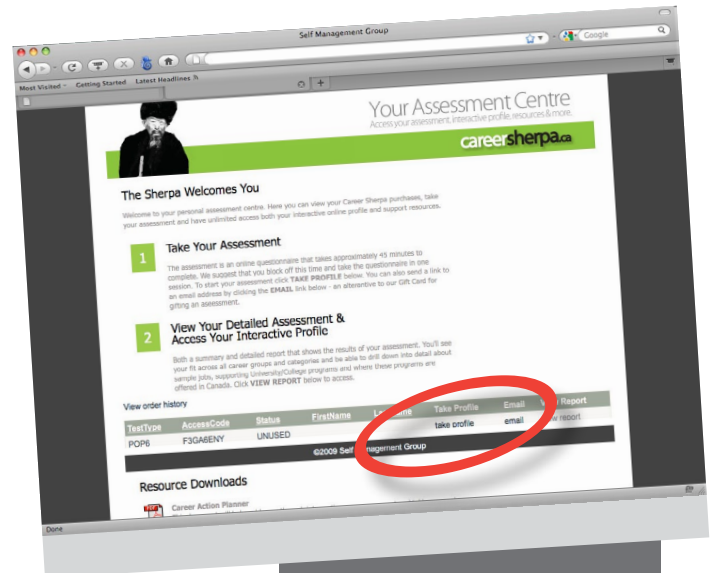
- Self Management Style
- Social Interaction Style
- Technical/Practical Orientation
- Motivational Structure
- Team Member vs. Team Leader
- Self Determination
- Stress Management Style

### 2. What to Seek and What to Avoid

The Sherpa provides several insights to consider when determining a career path: suggestions on what to look for and what to stay away from.

### 3. Career Management

An interactive career management guide based on your natural abilities to succeed in various career paths.



Click  
**VIEW REPORT**

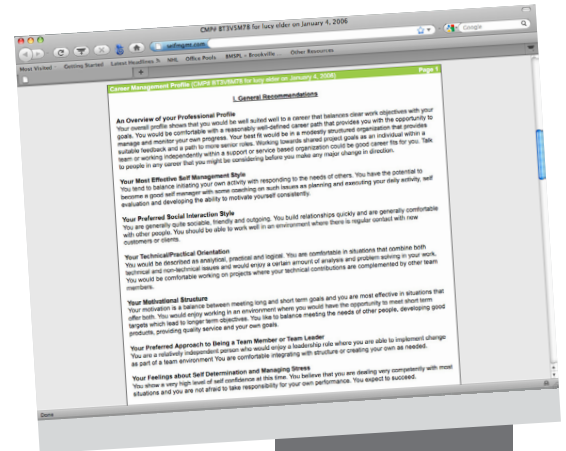


# 1 General Recommendations

Page 1 of your Career Sherpa™ profile provides you with essential self knowledge that allows you to identify your strengths and opportunities for growth.

## Building On Your Strengths

**Focus on your strengths:** The best foundation for educational and career development is recognizing and learning from both what we do well and what we need to work on. Top performers focus 90% of their developmental efforts on leveraging their strengths and 10% of their developmental efforts where they are not yet fully competent.



PAGE 1



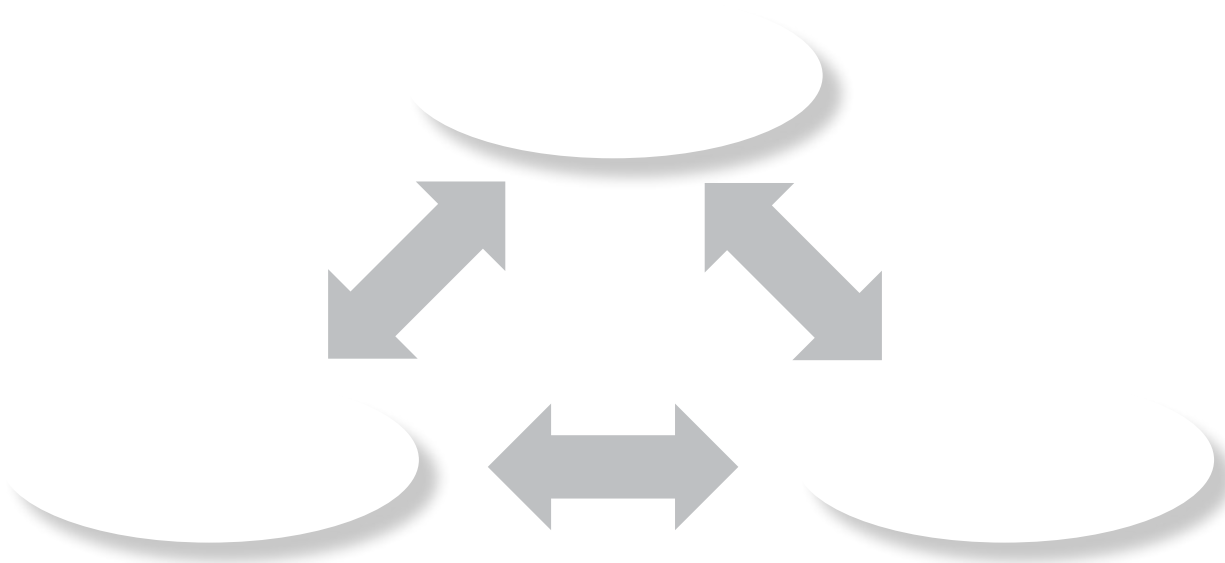
As you proceed through your report, focus primarily on your career strengths and keep a list on the next page.

# 1

# Building on Your Strengths

## Exercise #1

Read page 1 of your Career Sherpa™ profile and list your top 5 strengths. Also list 1 or 2 opportunities for growth.



### Your Top 5 Strengths

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_

### Growth Opportunities

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_

Conscious Competence - Capitalize on Your Strengths

Develop & Grow

## 2 Your Detailed Profile

### What to Seek. What to Avoid.

The Career Pathing Model (CPM) is designed to help you with your career management process. It is best described as a multi-lane highway and each lane is a job within a career path. The career path contains your professional desires (wants) and the opposite direction contains the options you do not want. Knowing your inherent character traits, communication style, attitudes and career goals will help you to understand the career path that is best for you.

#### Career Path Characteristics to Seek

Based on your traits and attributes, this provides insight into the characteristics you should look for in any career path you might pursue. This self-knowledge allows you to seek management styles, processes, structures and social situations that are well suited to you and that you will feel comfortable with.

#### Career Path Characteristics to Avoid

This provides some insight into the characteristics that you should avoid when evaluating your career choices. Based on your traits and attributes, careers that do not provide the right type of management, opportunity, processes etc. will force you to become frustrated, uncomfortable or even unproductive. It is wise to know and understand these things rather than embark on a career that could be very unrewarding.

Effective career management involves 4 essential steps:

#### Step 1: Define what you want.

Identify your employment desires, both quantitatively and qualitatively. Quantitative components include salary levels, working hours, and vacation allowances. Qualitative issues include working conditions, career prospects and where you are situated in the chain of command.

#### Step 2: Define what you don't want.

These are independent issues, and not always the flip side of what you do want. It may be important that you have your own office, but this may not exclude a desire to work with others.

#### Step 3: Define your career path (highway).

A career path is a group of jobs that all head in the same direction. The education/training field is a career path. The jobs (lanes) along this highway include teacher, principal, trainer, professor, seminar leader, lecturer, etc.

#### Step 4: Define the job on the career highway that appeals to you.

If you are new to the workforce, choose a career path and then find a job that lets you enter the highway.

The ideal career leads you **toward your wants** and away from what you don't want.

# 2

## Your Career Path Highway

### Exercise #2

Read page 2 of your Career Sherpa™ profile and complete your career highway, by listing “what to seek” and “what to avoid” in your career path.

What to seek in a career path

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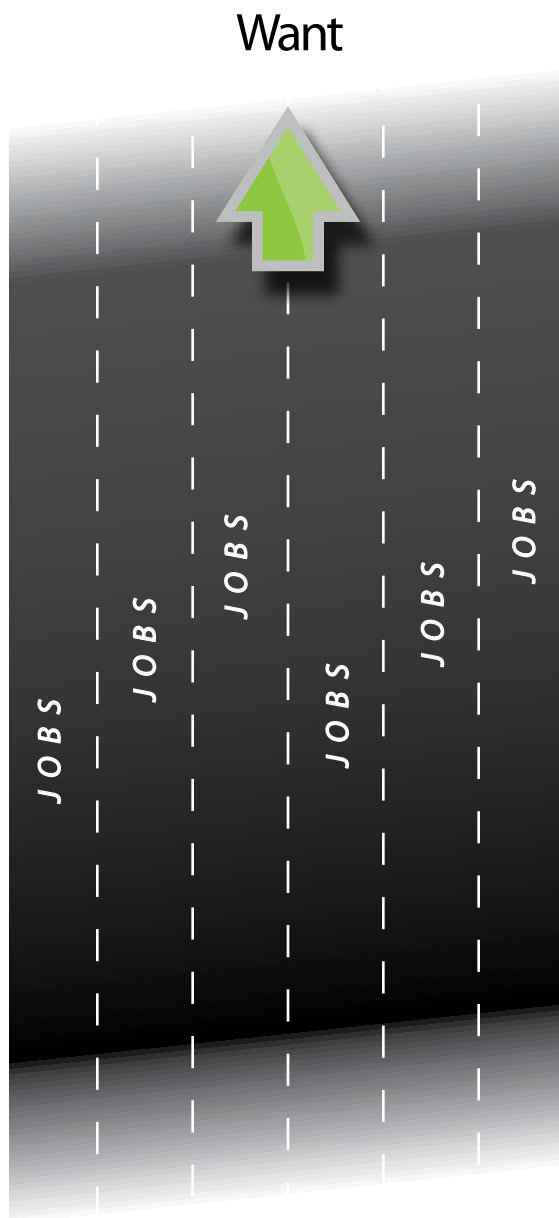
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Remember, this is just a starting point. Talk to your parents, teachers, guidance counselors for further insights on what to seek and avoid on your career journey.



Want

Don't Want

What to avoid in a career path

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# 3 Career Management

Page 3 of your Career Sherpa™ profile provides a detailed description of your fit to selected career paths. The Sherpa uses your customized profile to match your strengths across a wide variety of career families using a scale of 1 to 5



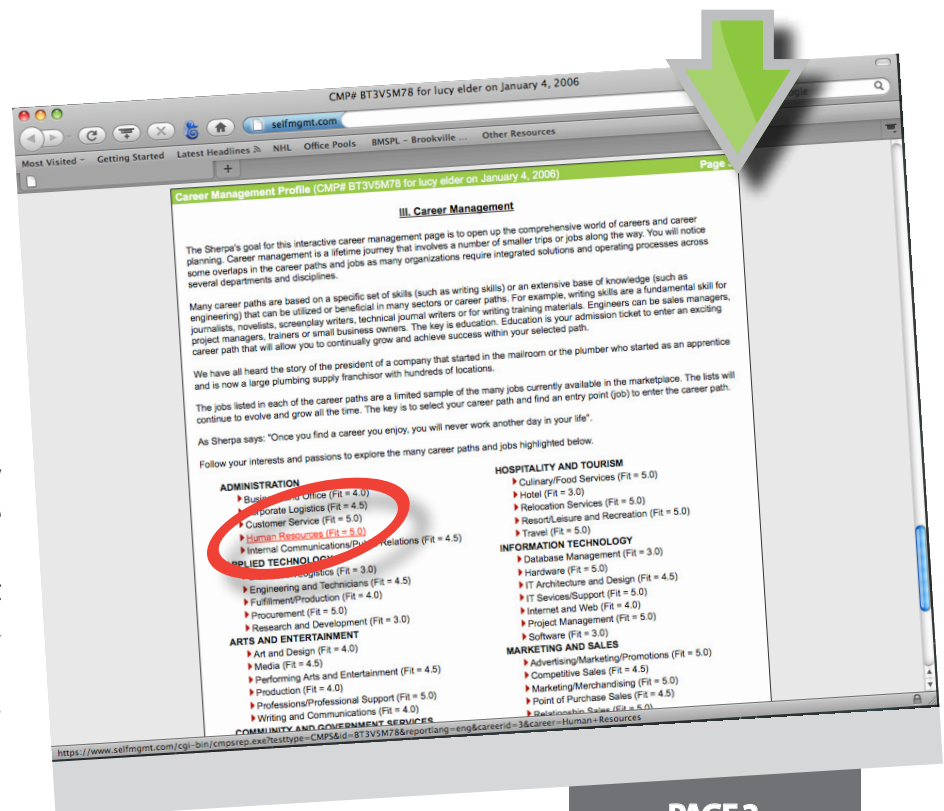
Read through all the career path options and highlight those careers of interest where there is a fit score of 3 or higher.

View Your Fit  
in Each Career  
Group & Category

Using Active Links

Click a **Career Category** link to review detailed information describing the career path, the strategic approach to entering and prospering in that career, the educational requirements, programs related to the career path and the post secondary institutions offering the program(s).

Note: Certain career paths require more general educational programs (e.g. general B.A., B.Sc., B.B.A./B.Comm. or a Business Diploma). Since these programs are offered at virtually all post secondary institutions, the specific schools are not identified only the required programs.





# 3

## Your Best Career Fits

### Exercise #3 - Taking Inventory of Your Better Fits

From your Interactive Profile, list below the various career paths offered where there is a "fit" score of 3 or higher.

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# 4 The Action Plan



## Exercise #4 - Determining the ideal career path

List the top 10 career paths that you are interested in from the last page.

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### Actions to Develop This Priority

- Click on the active links in my Career Sherpa™ profile and read the career description, review the educational requirements, and explore the related programs.
- Share this information with parents and guidance counsellors
- Talk to people who are in related fields
- Other

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# 4

# The Education Plan



## Determining the best post-secondary institution

Research the various post secondary institutions that offer the programs you are interested in. List them here.

	PROGRAM OF INTEREST	SCHOOLS	SCHOOLS
1			
2			
3			
4			
5			

## Actions to Develop This Priority

- Go online and review the institutions websites
- Contact the schools directly for a guided tour
- Attend local university/college career fairs
- Talk to students who are currently enrolled at the institution
- Other

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# 5 What Now?

## Take Action

Now that you have developed a plan to assist you in your post secondary education, remember it is important to stay focused so that you graduate with success.

Adjusting to university/college life can be quite overwhelming, especially for first year students. For many, this is the first time being away from your parents and home for an extended period of time. There is a new sense of freedom, but along with that new found freedom may come worry. There are no longer people telling you to finish your homework, study for the test you have the next day, checking to see if you attended class – you are on your own to develop the necessary habits to have a successful post secondary experience. By completing the Career Sherpa™ profile and action planner, you have taken the first step towards ensuring your educational success.

Once you have been accepted into your program and school, download our **"Education Planning Guide"** to further ensure your educational and career success.



## Even More Detail



Your Career Sherpa™ profile also includes a more in-depth report which focuses on your strengths and growth opportunities. To access your in-depth profile click on the link located on the cover page of your summary report.

Read through the report and add additional information to the Action Planner that may be helpful in ensuring your success.