

What Motivates Me: Self-Reflection Exercise¹

What skills do I have to offer in the workplace?

Skills that you offer can include things such as:



Certifications that you have achieved



Business or operational processes that you possess



Technical training that you have completed



Legislations or regulations that you are familiar with and have had to follow or implement in your previous positions



Specialized equipment or technology that you know how to use



Other skills that you have acquired, like dealing with people, managing projects, etc.

NOTES: _____

Take it a little further...

How do you use your skills or knowledge that indicate what you are good at, such as:

Data, Information or Ideas: This can include gathering and creating it; analyzing it; storing or retrieving it; putting it to use

People: With individuals one at a time; with groups; with assisting with problems and identifying needs

Things: Materials, objects, technology, equipment or machinery, buildings

NOTES: _____

¹ Adapted from the "Talent Needs in the Evolving Energy Ecosystem: Starting with You! Exercises to Explore Career Transition" resource within the Energy Career Transition and Employment Resource found at www.careertransitions.ca. A PetroLMI Initiative (2019) in partnership with the Province of Alberta and the Government of Canada.

Sample Prompts to Help with Your Reflection

Make note of sentences or phrases to describe what skills you bring to your workplace.

Example: I am a person who in my work... loves anything to do with numbers and can present them in tables or graphs that clearly tells a story.

I am a person who in my work...

- is skilled at doing _____

- knows a lot about _____

- has had these experiences _____

- has credentials including _____

- is interested in doing _____

What do I look for in a workplace?

Things that you look for or value in a workplace can include things like:

Work Arrangements: Contractor; employee; hours of work; travel requirements

Work Environment: Small/large company; unionized/non-unionized; remote work/office location

Workplace Culture: Nature of relationships; more structured/less structured; flexible approach to work/defined approach to work; higher risk/lower risk

Work Consistency and Stability: Steady vs. variable hours, seasonal vs. permanent.

NOTES: _____

Dig a little deeper...

The kind of place you would like to work (be sure to list any “deal breakers” – the things that you can’t live with or without):

- Work arrangements _____

- Work environment – e.g., office, remote location _____

- Nature of relationships with colleagues and leaders _____

- Level of structure _____

- Predictability/level of routine in work _____

- Tolerance for risk _____

Sample Prompts to Help with Your Reflection

I will consider work or contractual arrangements such as:

- Freelancing (project work/contract)
- Employment contract
- Long and varied hours or standard hours
- Travel required or none/minimal travel required
- Shift work or regular day shifts

I want this type of work environment:

- Large company or small company
- Outdoor work or indoor work
- Remotely located or at the office

I like a work culture that is:

- More structured or less structured
- Few policies/practices or considerable policies/practices
- Professional work relationships or casual work relationships
- Higher risk tolerance or lower risk tolerance

Make note of sentences or phrases to describe what you value or look for in a workplace.

Example: I need a work environment where I can work when and how I want. Mandatory work schedules are a deal breaker.

NOTES: _____

Factors On Which I Base My Career Decisions (aka. Value Proposition)

Factors That I Seriously Consider When Making Career Decisions

Likelihood of workers accepting an employment/contract offer can be based on:



Total compensation
(salary, bonus)



Career development
opportunities



Organizational
values and perceived
corporate culture



Location of work



Role level

NOTES: _____

Think About Your Value Proposition

Be sure to list any “deal breakers” – the things that you can’t live with or without.

- Where do you want to do your work? _____

- Primary career goals that an organization allows you to have: _____

- Minimum salary that you need: _____

- Level in the organization (individual contributor, team lead, supervisor, manager, director, executive): _____

- What a company stands for that’s important to you: _____

Sample Prompts to Help with Your Reflection

Make note of sentences or phrases to describe what aspects you highly consider when making career decisions.
Example: I am not able to relocate due to family commitments and want to work in a company that demonstrates a respect for family.

I am willing to take a compensation package that is:

- Lower than my usual level of compensation
- Same as my usual level of compensation

Level I want to work at:

- About the same level as usual
- Will start at a lower level than usual

I will work in the following locations: _____

What support for my career growth/personal development do I want from a company? _____

The values important to me that I want to be reflected in a company: _____
