

FindingPotential

Using Connect for Career Coaching



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Connect

Purpose of the Workbook

The Connect Questionnaire has been designed to help individuals make more informed career choices, based on better insight into the factors that are most important for them to feel engaged in their job and committed to an organisation. This workbook has been created to help coaches get the most out of the tool as part of their coaching conversations.

Before using this workbook, you should read through your coachee's Connect report. It might help their thinking if you give them a copy of the Connect workbook "*How to make better career choices*" which can be downloaded from findingpotential.com.

Please note: The model of engagement outlined in this report is the cornerstone of great{with}talent's products and services that measure levels of engagement and intention to leave within organisations. See www.greatwithtalent.com for more information.

Who is Connect designed for?

Connect may be valuable in helping individual's explore their next career steps if they are:

- Unsure what they are looking for next
 - FindingPotential Connect can provide your coachee with insight and clarity into what drives their engagement and commitment, and as such start to shape what they are looking for from their career
- Considering an internal move
 - If your coachee is considering a promotion, a complete change in role or function, or moving to a new location, FindingPotential Connect can help them identify critical areas to consider such as how similar is the working culture and environment in that function/location?
- Moving to a new organisation
 - If your coachee is in the early stages of exploring options/talking to head hunters about specific opportunities, FindingPotential Connect will help highlight factors such as what additional information do they need or who else they need to be talking to before making a decision.

This workbook has been designed to help a coach understand more about the structure of the Connect Engagement Profile and some pointers about the key areas they should be exploring with

their coachee. It is not meant to be an exhaustive tool or set of questions. If you would like some additional ideas on questions to explore with a coachee, you may want to adapt some of the questions in the Connect workbook “*How to make better career choices*”.

Structure of the Connect Engagement Profile

Research has identified 14 core areas that drive people’s engagement in a job and commitment to an organisation – which in turn are key factors in driving their ability to perform to their potential and how long they stay at an organisation.

Individuals’ responses to the FindingPotential Connect Questionnaire are captured against these 14 core areas in their engagement profile. The 14 areas have been grouped into five overall aspects of engagement:

Job

The individual feels engaged if the work is interesting and important to them, when they feel they are being stretched and developed, and have freedom in deciding how to do their job

People

The individual feels engaged if you have good working relationships with colleagues who support and respect them, and when they have an inspiring manager to work for

Transaction

The individual feels committed if they are rewarded fairly for their contributions, have opportunities to progress within the organisation and feel their career progression is taken seriously, and that the organisation acts in the interest of its employees

Organisation

The individual feels engaged when the organisation is successful and has a strong future, it has clearly defined ethical principles that it lives, they feel personally connected to the organisation’s vision and values, and when they are kept informed of key organisational decisions

Environment

The individual feels engaged if their working environment is comfortable, when they have the necessary equipment to get their job done, and where they have manageable workloads that do not constrict their work-life balance.

Key Pointers

Unsure What Next?

Connect can help those who are somewhat unclear about what they want to do next, are not sure what they are looking for in a job or what kind of organisation they might want to work for, and as a result are feeling a little lost and uncertain as to how get some clarity about their career options.

In addition to the pointers set out in the next section, (see *Considering Internal/External Opportunity*), you may also want to consider some of the following:

Increase their Wider Self-Awareness

- Complete the FindingPotential Personality questionnaire
- Explore other sources of information, such as performance feedback to identify capability strengths
- Wider interests outside of a work environment, and what motivates them in relation to these

Career Vision

- Explore the current reality, e.g. what makes a great day at work/university for him/her?
- Get them thinking about the future, e.g. what do they want to be doing in 5 years from now?

Personal Values

- What are his/her core personal values (e.g. top 5, top 3 and absolute core value)?
 - If he/she can't think of any, there are a number of websites that provide examples of core values, such as
<http://www.selfcounseling.com/help/personalsuccess/personalvalues.html>
- How well are these being met at present, both at work and outside?

Valuing their Strengths

- What are some of his/her main strengths, e.g. skills, knowledge, biggest achievements, personal characteristics he/she values most in himself/herself?

Considering Internal/External options

General Observations

- Which of the overall five aspects is most important to him/her?
 - What is it that makes this so important to them?
- Which is the least important aspect to him/her?
 - What makes this relatively unimportant to him/her?
- What do these reflections tell him/her about the kind of job and organisation they would feel happiest in?

Tip: For those considering an internal move, they are likely to be very familiar with the reality in relation to the *Organisation* and *Transaction* aspects, so you may want to focus more on the other three aspects (i.e. Job, People, and Environment).

Exploring the 14 Areas

- Focus primarily on those they have identified as *Very Important* or *Important* areas
 - What does his/her profile reinforce for him/her in terms of what is really important to them?
 - Does anything surprise them? If yes, what is it and why does it surprise them?
 - Would they re-categorise anything, e.g. move up from *Important* to *Very Important* or v.v.?
 - If he/she has more than **two** core areas under Very Important, ask them to rank these areas in order of priority
- In the unlikely event that your coachee has no areas listed under *Very Important* or *Important*, ask them to rank the three they see as relatively the most important for making them feel engaged.
 - Are there any factors that are **not covered** within Connect that are important drivers to make them feel committed and engaged?
- In exploring the 14 areas, think about what questions do you need to consider with your coachee in relation to both the job and the organisation (see FindingPotential Connect *How to make better career decisions* workbook for example questions)

Taking Action

- How would your coachee summarise the conversation?
 - How has this informed what they are **really** looking for in a job?
 - How has this informed what they are really looking for in an organisation?

- If they currently have options under consideration, which of these options best matches their answers to the above?
 - What additional information do they need to finalise their choices, in relation to the jobs on offer and the organisations they are considering?
 - Who do they need to talk to in finalising their choices? E.g. recruiters or head-hunters, HR, colleagues, friend already in the organisation/function, etc.
- As a result of all of the above, what is your coachee going to do next and by when?