

Connect Career Tools

The Connect Team is a specialist provider of outplacement and career development services. Connect's main focus lies in developing and providing specialist online tools which allow individuals, companies, employees and managers to enhance career development.

Connect has a range of tools which can be customised and developed to suit different corporate environments. In addition, Connect develops bespoke online tools for companies to use in career development, training and outplacement.

The Connect Tools

Connect's online career development tools take the user through a logical progression from analysis of the current situation to planning for the future. Although the tools stand-alone and can be used within any structure, they are usually grouped into the following main categories:

- Where am I now?
- Where do I want to be in the future?
- What options do I have to get there?
- Other Useful Resources



Where am I now?

Tools in this area help the user to log their background experience and skills, to analyse their current position, and to establish a list of major strengths. Exercises available in this area include:

Change or Challenge?

By taking the user through a series of questions, this exercise aims to establish whether the user is happy in their current position, looking to stretch and develop their skills, or move on to a whole new area.

What are you good at?

This exercise aims to identify the main skill areas in which the user excels. The user is first presented with a list of skill areas and asked to rank them high, medium or low. They are then asked to choose a top 10 - and then to back each up with examples from their working life. This exercise creates a positive way of looking at experience and skills, and makes the user think through where their skills really lie by the use of examples.

What do you enjoy?

This exercise helps the user to look back at past experiences and achievements at work, and outlines the basic working environments and styles which suit them. The use of examples from the past forces the user to think through aspects of past and present employment.

Work, Education and Training History

This exercise creates a picture of the user's previous experience and generates a reverse chronology work experience sheet. The output can be saved or printed, and is often used by new management to establish the past experience of employees, as well as acting as a standard 'in-house' application tool.

Current Job Situation – Highs and Lows

This exercise helps the user to look objectively at his or her current role and create a summary sheet for future reference.

Current Job Situation – Problems and Opportunities

This exercise captures the problems faced in a Current role and clarifies the opportunities for further development.

Current Job Situation – Action Matrix

This exercise draws on highs / lows and problems / opportunities in the current job, to focus the user towards generating actions to develop their current role.

Career Action Matrix

In this exercise, the user generates actions to build on current capabilities and environment, with a focus on developing his or her future career.

Where do I want to be in future?

Exercises in this area help the user to work through the decisions which will be important to them in determining their next career move, including working environment, lifestyle and job options:

Lifestyle

This exercise takes a high-level view of things that compete for the user's time. It uses the lifestyle wheel to encourage the user to think about work-life balance and clarify priorities.

Work Preferences

The work preferences tool is designed to evaluate the environment in which the user is happiest working. It covers areas such as team and individual work, home and abroad, levels of responsibility, working hours and styles.

Work – Life Balance

This exercise introduces some key concepts in managing the balance between work and home life. The user analyses the current status of work / life issues and sets priorities to address any imbalance. Additional tools are used to help to understand the impact of activities on current work / life balance and plan future actions.

What options do I have to get there?

This section helps the user to generate ideas on how to achieve short and long-term career objectives.

Evaluating Career Options

This tool aims to bring together much of the work from the earlier exercises. Users list the key attributes which will be important to them as their career progresses (these can include environment, skills used, work-life balance, style of work etc). Career development options (such as a change of department / field) are listed, and via a ranking system each option is evaluated against the attributes the user is looking for. By pulling together thoughts from the earlier exercises, this tool helps the user narrow down a range of possible career directions.

Skills and Competencies Analysis

The objective of this exercise is to help to evaluate current skills and competencies. The exercise will also help to identify the skills and competencies needed to enable users to be better prepared to develop their career.

Other useful resources

This section offers exercises and guidance on areas relating to developing key skills in a current job.

- Managing Your Boss
- How to get your boss to help your career development
- Working in teams
- Skills for working in teams
- Stress Management
- Time Management
- Recommended Reading

Technical Information

Connect Career Tools can be accessed at www.career-tools.co.uk using a password-based system. As an alternative, clients have the option of having their own branded version either hosted on the Connect website or on their Intranet site. This would allow the content to be tailored to suit your company and culture

Connect are happy to work with in-house IT departments to ensure all tools provided meet any technical specifications in terms of permitted languages. We can provide test exercises in advance of starting building in order to make sure that no compliance issues will be met further down the line.

For further information on Connect Career Tools,
and for the opportunity to see a demonstration,
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Connect

Helping your people
through good times & bad

