

Love Your Job - Helping you to love your job or to find a job you do love

Welcome to my newsletter, May 2011

It's a month since I came back from my holiday and I'm pleased with how I've managed my time, the weather has been so lovely I've spent more time outside enjoying the sunshine. So rather than work, work, work I've taken time to be! Still had a number of client sessions, but my 'To Do' piles are still there!



I've had to manage my time as I've had my exam to revise for although the two long weekends helped and I still managed to watch 'the wedding' on TV.

Managing my time means that I'm less able to fit clients in at short notice. Previously I have often worked very long days but I don't think it is good for me, so now when I have my evening appointments I take some time out during the day. The one day I didn't I was losing my voice late afternoon, a lesson learned.

As I've sat in the sun I gave my newsletter some thought and realised that I'm duplicating effort. I write short articles for my blog and then create new articles for my newsletter. As I have many more subscribers to my newsletter than followers to my blog, it seems helpful to provide more details here on my blog entries. Hope this suits you.

I monitor a number of websites for articles and post links to useful ones on my [twitter](#) site. So if you use [twitter](#) its worth following me ☺. I've also created a [daily newspaper](#) which summarises really good posts from the people I follow.

Wishing you all the very best for the month ahead, and as always please don't hesitate to get in touch if I can be of help.

Best wishes, Denise x

Working with Teenagers and Young People

Not all young people want, or need a university education and for many vocational training or getting a job is the right choice for them.

[The Teenager Programme](#) consists of the Highlands Ability Battery, A feedback session of around 90 minutes, guidance to increase study skills effectiveness and an extensive report.

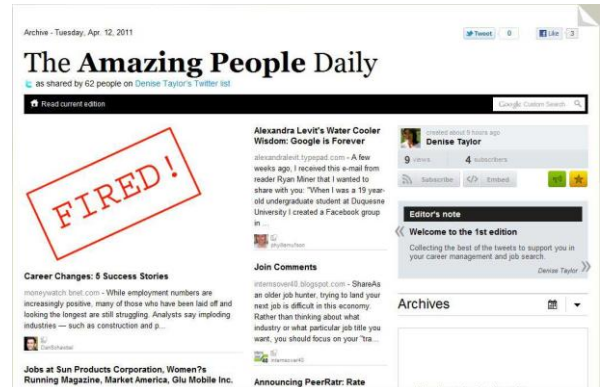
Too many young people opt for university without any in-depth thought on why. Too often this leads on to a wasted opportunity, too late they realise it was the wrong degree for the career path they now want to follow.

A typical pre university programme is to take 3 assessments – Highlands Ability Battery, MBTI Step 1 and the Strong Interest Inventory, this is the [Career Assessment Programme](#).

The Amazing People Daily

Created 3 weeks ago this brings you links to key articles related to job search and career management. Sign up to have it delivered to your inbox every day.

<http://paper.li/amazingpeople/career-research>



Don't panic

There is a real tendency to feel a sense of panic when you know your job is being made redundant and you need to find a job as soon as possible because of financial commitments.

I'm working with someone at the moment, we're going through [The Gold Programme](#) and we've identified some brilliant opportunities he is well suited to BUT ... he needs to develop a plan to get into a new career and there will be a drop in salary for most of the options, something he can't afford to go for.

So we need to consider a two prong plan.

- The first is to think about **what he really wants to do**, undertake research and find out what the path would be. If it won't work out, he can look for something similar, not idea, but a good enough match.
- The second option is to look back at his CV, take into account what we have already found out about him, and look to **use his background and knowledge but in a better working environment**.

If someone panics too much they start applying for anything they are remotely suitable for, and things they don't match up for, but they go for it just in case. They also post their CV on as many job sites as they can find in the hope that someone will find them.

But this is not a great approach.

Better to take a different route. To focus on fewer jobs but to make a really great application, being very clear how you match up.

And also not to panic.

Once you start to panic you become needy, and needy isn't good. You need to give the impression that you are wanted, and will be waiting for the right opportunity, not about to leap at anything.

Be really clear on your worth, do as much as you can to prepare, and focus on what you have achieved. You know you are good and can do a great job, so get working on letting other people know this, create a structured plan and follow it.

If you need help with this my book, [How to get a job in a Recession](#) will be very helpful.

Don't be fooled by magic mirrors

Magic mirrors are becoming more common in women's clothing shops. They are angled and very slightly convex to make you look slimmer in a garment when you look in the mirror to consider whether to make a purchase. Lovely in the shop, but not much fun when you get home and find it wasn't such a flattering fit after all. There is a simple way to find out if you are being deceived: put a CD or a circle of card in your bag and hold it up in the mirror. If it looks even fractionally "stretched", ask to look in another mirror and if they refuse, go elsewhere. And, of course, if you buy online, you can try on at home where there are no magic mirrors to fool you! Found on www.sosensational.co.uk

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## Blog

You can subscribe to my blog using this link:  
<http://feeds.feedburner.com/AmazingPeopleBlog>

### Key articles on the blog this past month:

#### [One off career coaching sessions can be very helpful](#)

Not everyone needs or wants to sign up for a series of coaching sessions, time or money can mean that a one off is the right choice. If I think about my clients, they choose a one off session for different reasons. 1: Get to know Denise and decide whether to opt for The Gold ... [Continue reading](#)

#### [Career Coach answers a question](#)

Nazareth wrote "I have worked in the hospitality industry since I was 14 and want to work in another field but don't have the experience to make the change..." Hi Nazareth, thanks for your question. My reply will include some questions for you to work on. LOOKING BACK I'm not sure how long you have ... [Continue reading](#)

#### [Active career coaching sessions](#)

Bring on the sunshine Like many people I spend hours sat indoors, client meetings or working at my computer. I have to diary a shortish walk at lunchtime to stretch my legs, rest my eyes and give my brain a chance to work in a different way. It was a lovely day on Saturday, I ... [Continue reading](#)

## [Think! You know what to do ...](#)

I love this video. you can watch it in different ways. It's amusing but also has a message. Too often we just expect the same thing to happen and feel unsure what to do to get around a problem. Sometimes the answer is easy. [Read more](#)

## [Making choices at 16+](#)

More than ever young people, and their parents need help in making choices after GCSEs. I work with students from 14 upwards helping them to understand their interests and abilities to help them make career decisions. There are some useful articles and booklets available on line, but there's a lot that is less than helpful. This is the first, I hope of a number of posts where I share links. Informed Choices has... [Read more](#)

## [5 Ways to Add Value, For the Sheer Joy of It](#)

To make money in business, you need to add value to customers. And to have a very attractive life, adding value is, of course, key. In this Top 5 List, you'll learn how to add value to others in ways that can also bring ... [Continue reading](#)

## [I'm being made redundant, can you help me?](#)

A subscriber got in touch to say she is being made redundant, is not getting any help from her employer and could I help as she has a limited budget. She wants to know what sort of job to apply for, and how to increase her chances of being successful in her application, especially as ... [Continue reading](#)

## Focus on Problem Solving

By Denise Taylor, MSc, MBA, C.Psychol

The Highlands Ability Battery is an excellent assessment when you want to understand your natural abilities. This article focuses on 2 of the work samples. The driving abilities contained within the Highlands Ability Battery include two which relate to problem solving: Classification and Concept Organisation.

Classification is the ability to see relationships between seemingly unrelated events, situations or information. It is an intuitive and non-verbal problem solving style.

Classification is assessed by asking people to review a series of images to find a common thread that joins some of them into a pattern. Some people can do this really quickly. These are the people who find it easy to spot the pros and cons in a situation, who can quickly identify a solution and who like fast-paced and even chaotic environments. However, they can find it frustrating waiting for others to catch up and can be bored if unchallenged, searching for problems to solve.

People who score low in classification take longer to fully understand a problem and rely on experience and knowledge to help solve a problem. But they can be overwhelmed by too much data and need time to make decisions. They have strengths in individual development, and can be good listeners. With a low score in classification people can be decisive and cut through layers to reach a conclusion, but they can find it difficult to prioritise and get overwhelmed by competing demands. They can benefit by using diaries and

schedulers.

Concept Organisation is the ability to arrange ideas, information or things in a logical order. It is analytical problem solving. It is the ability to move from the general to the specific in solving problems.

People who score high in concept organisation find it easy to organise information and to draw logical conclusions. They can plan and draw logical conclusions and create order out of chaos. However, because they may find it necessary to go through all the steps in the process of analysis, they may be slow to act. Classification (CL) and Concept Organisation (CO) can be combined in different ways. Someone who is high in both is a consultative problem solver who will function easily in the role of an expert, responding to data from a range of sources and quickly reaching a solution. If high in CL, and low in CO, the person is a diagnostic problem solver, who will gather information about a topic to find out what needs to be fixed or improved. If high in CO and low in CL someone is an analytical problem solver who takes a logical approach to reaching conclusions. If low in both someone would be an experiential problem solver who quickly solves problems when seeing the similarities between a present and previous experience.

When considering how we best solve problems we can also use our other abilities. Let's firstly consider Idea Productivity (IP). If someone has high or low IP it can impact on whether they will seek out to solve problems in new and creative ways or to be more adaptive in approach. People who score high in IP are likely to reject the generally accepted perception of a problem and to redefine it. They are likely to come up with a wide range of ideas, although many will be impractical. Their philosophy can be seen as 'doing things differently'. People who score low in IP will need time to think up new ideas. They are more likely to accept the problem as first defined and will seek to resolve the problem quickly using well established approaches and to work within existing structures. Their philosophy can be seen as 'doing things better'.

We can also take the Extrovert/Introvert scale into account alongside IP. The extrovert will seek to solve a problem as part of a team and will seek to talk things through with other people. In particular, extroverts with high idea productivity will want to brainstorm with others, to discuss and to build on their ideas, and get energised by thinking aloud and talking things through. However, their extraversion can mean that they rush into making a decision, they don't fully think things through and they may not always think through the consequences of their decision making. Introverts prefer to work through ideas on their own, and only to share their thoughts when they are well thought through. If they are also high on IP, they are likely to prefer silent brainstorming or working with people they know well. When working with others, introverts may need to be encouraged to share their ideas, even when they don't consider them well thought through.

When discussing problem solving in a feedback discussion it can be tempting to look at classification and concept organisation alone. However, as you can see from the above, we can enhance our understanding through a broader review.

Featured in The Highlands Forum, read this and more online at: [www.highlandslifeandcareercenter.com/highlands-forum.php](http://www.highlandslifeandcareercenter.com/highlands-forum.php)

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Face Book

Are you on Face Book? I have an Amazing People page with 186 people who like it. Starting in the next few weeks will be a free programme with daily challenges, and you need to be on my Face book page to get access. Join me here: www.facebook.com/amazingpeopleUK



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## Linkedin eBook

**Lots of updates to the eBook including LinkedIn maps, and LinkedIn today. I've carefully reviewed all improvements and expanded the book with my step by step guide to help you make the best out of LinkedIn. If you have already bought a copy you should have got a link to download the updated version, if not please let me know and I'll make sure you are on the updates list.**

**Purchase the LinkedIn eBook [here](#)**

## Twitter

Here are a few of my recent tweets - why not 'follow me' on twitter or book mark this link so you can keep up to date with interesting short links. <http://twitter.com/amazingpeople>

- BBC News - IQ tests measure motivation - not just intelligence - <http://bbc.in/fM7gHs>
- RT @ThisIsSethsBlog Seth's Blog: Are you doing a good job? <http://bit.ly/e71Ror>
- "You can't shake hands with a clenched fist" Indira Gandhi
- BBC News - Employability: the new student buzzword at universities - <http://bbc.in/h5zWiM>

## Denise in the media:

Articles published in Spotlight, a German magazine and on the Highlands Company website.

## What Denise did last month

- Revised for my OU exam - Sports and exercise psychology
- 18 client sessions
- Completed end of year accounts
- Booked for sessions at Cheltenham Science Festival

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