

**READY
TO
START**

DECISION MAKING IN CAREER PLANNING



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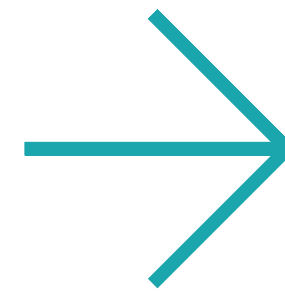
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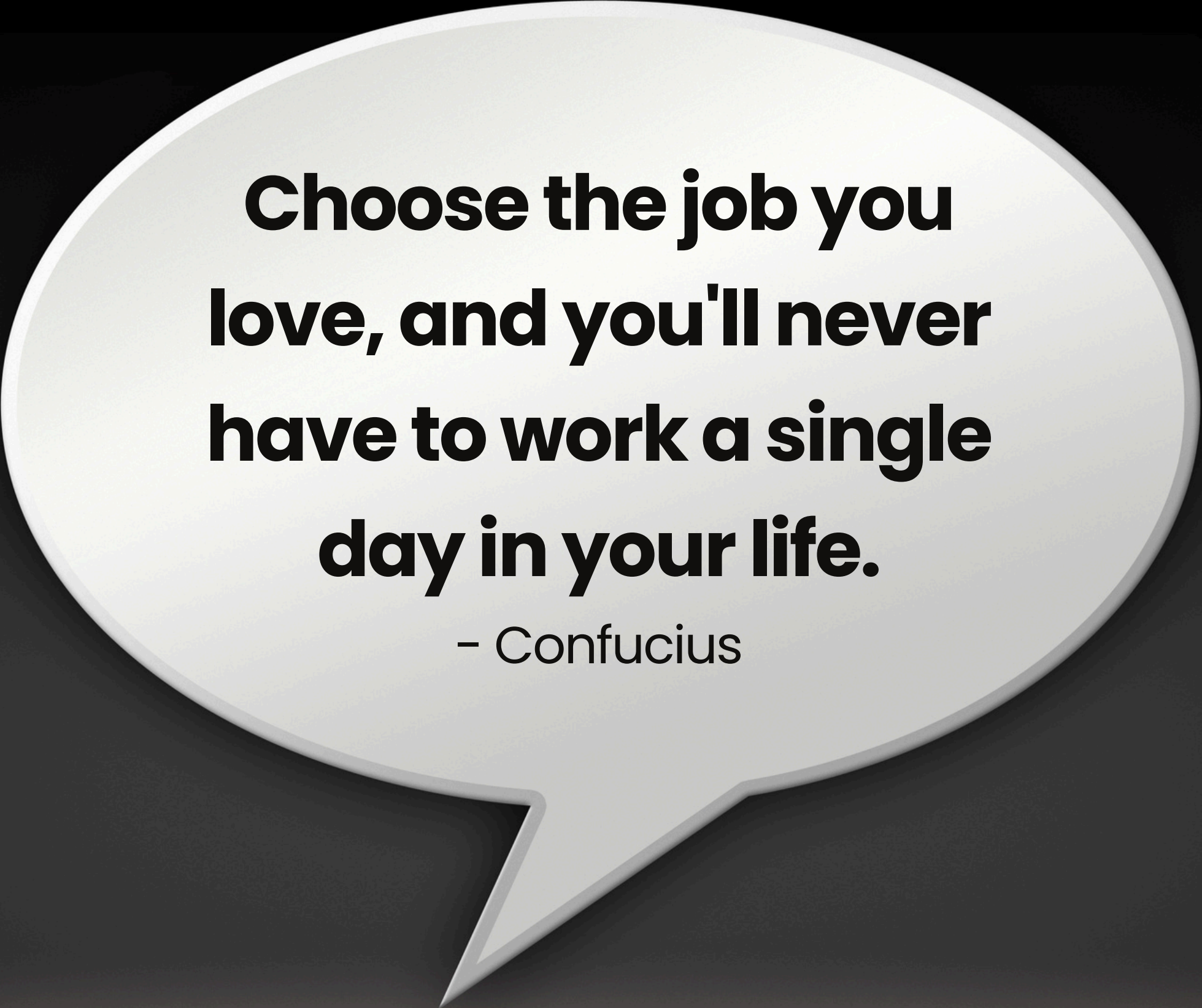




INTRODUCTION

Making a decision is a **PROCESS** of **CHOOSING** between several possible **ALTERNATIVES**, taking into account the positive and negative aspects of each alternative and taking **ACTION**.





**Choose the job you
love, and you'll never
have to work a single
day in your life.**

- Confucius

LET'S GET TO KNOW EACH OTHERS

In pairs exchange information about the points below and share the information about your partner in the plenum:

- Name, Surname
- Education,
- Professional Experience,
- Interests



RULES OF CONDUCT



What are we doing?

We are kind to each other
We respect and listen to each other
We communicate breaks
We keep cell phones off during training



What we don't do

We don't criticize each other
We do not use cell phones
We do not judge the statements of others
We do not answer phone calls

DECISION-MAKING PHASES



**Awareness of the
existence of the problem**



Self-evaluation



Research



**Evaluation of identified
alternatives**

Implementation



Follow-up



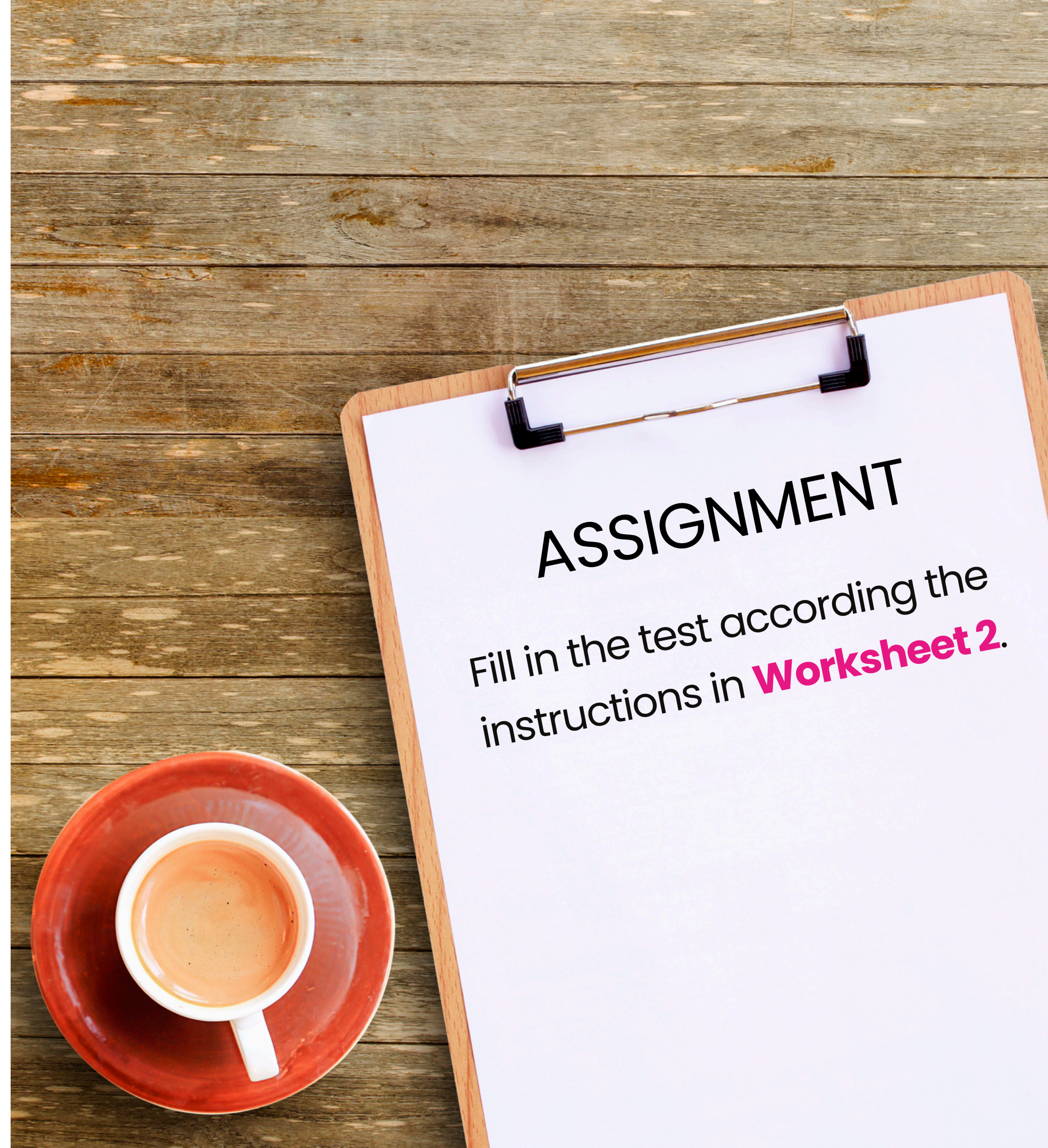
EXERCISE

Defining a problem

With the participant sitting across you exchange which problem you are facing related to your career path that you would like to solve during the training.



Take notes on the **Worksheet 1**.



USING THE MBTI IN CAREER DECISION MAKING



SOME THINGS ABOUT THE MBTI

Origins

- Based on Jung's theory of perception and judgment.
- In existence for over 40 years.
- Used world-wide with hundreds of thousands of people.
- One of the most valid, reliable assessments in existence.
- Basis for a vast amount of research and theory.





Scores

- No good or bad scores.
- Type tends to remain constant throughout life.
- Split scores, or scores that are nearly the same, may vary on different takings of the assessment, but there is usually one that is slightly preferred over the other.

To make the most of your MBTI results,
it is important to understand that the MBTI:

- Describes rather than prescribes
- Describes preferences, not skills or abilities
- Says that all preferences are equally important
- Is well documented and researched

Because the results on the MBTI are subject to a variety of influences, they need to be treated with skepticism and individually verified. Each individual needs to determine the type which best describes him or her. This may or may not be the same type as reported on the MBTI.



FOUR SCALES AND EIGHT PREFERENCES

What is a preference?

“When you use your preferred side on any of the four type dimensions—like using your preferred hand – you are doing what comes naturally. And when you are required to use the opposite side, it takes a lot of extra work and you’re not as good at it; hence, the experience is usually not as satisfying”.

THE 4 SCALES AND 8 PREFERENCES ON THE MBTI ARE AS FOLLOWS

1 – How You Prefer to Focus Your Attention

(E) Extraversion ←————→ (I) Introversion

2 – How You Prefer to Acquire Information

(S) Sensing ←————→ (N) Intuition

3 – How You Prefer to Make Decisions

(T) Thinking ←————→ (F) Feeling

4 – How You Prefer to Live Your Life

(J) Judging ←————→ (P) Perceiving

Everyone has all eight preferences. However, **some preferences are stronger than others**. Some are much stronger.

As we review the eight preferences, consider which sound like you and which don't.

Suggestion:

Put away your assessment and as we go through each of the eight preferences, consider what sounds like you and what doesn't. Then, guess your four-letter type. Then, see how closely it matches your result.

EXTRAVERSION & INTROVERSION



People who prefer **Extraversion** tend to focus on the outer world of people and things. When you are extraverting, you are energized by what goes on in the outer world, and this is where you tend to direct your own energy. Extraverts usually prefer to communicate more by talking than by writing. They need to experience the world in order to understand it and thus tend to like action and variety.



People who prefer **Introversion** focus more on their inner world. When you are introverting, you are energized by what goes on in your inner world, and this is where you tend to direct your own energy. Introverts tend to be more interested and comfortable when they can work quietly without interruption. They like to understand the world before experiencing it, and also need time to reflect before acting.

EXTRAVERSION & INTROVERSION

Extraverts tend to:

- think out loud
- become easily energetic
- be animated and energetic
- act first and think about it later
- enjoy generating ideas with a group
- be very comfortable in social settings
- seek out social situations and settings
- find listening more difficult than talking

Introverts tend to:

- focus their energy inwardly
- need time alone to recharge
- be less animated, more reserved
- have a calm, measured demeanor
- think first and maybe speak later
- become easily absorbed in thought
- talk slower and usually more quietly
- proceed cautiously in meeting people

SENSING & INTUITION



Sensors focus on the realities of a situation. People who are Sensors prefer to take in information through their senses; they want to see it, hear it, feel it. Sensing types tend to accept and work with what is “given” in the here-and-now, and thus become realistic and practical. They are good at remembering and working with a great number of facts. They prefer to use proven procedures and are careful with detail.



Intuitives prefer taking in information through a “sixth sense” and noticing what might be. Intuition shows you the meanings, relationships, possibilities that go beyond the information from your senses. Intuitive types look at the big picture and try to grasp the overall patterns. They grow expert at seeing new possibilities and they value imagination and inspiration.

SENSING & INTUITION

Sensors tend to:

- be quite literal
- be direct and to the point
- listen until others have finished
- prefer precise and exact information
- enjoy traditional and familiar ground
- value solid, recognizable achievements
- use clear, straightforward speech patterns
- prefer a sequential, step-by-step approach

Intuitives tend to:

- envision the future
- leap from thought to thought
- have complex speech patterns
- finish other people's sentences
- use language to express themselves
- focus on possibilities, what might be
- value different and unusual attainments
- talk about global issues, the "big picture"

THINKING & FEELING



Thinkers make decisions objectively, on the basis of cause and effect, by analyzing and weighing the evidence. They focus on the logical consequences of any choice or action. Thinking types seek an objective standard of truth; they are good at analyzing what is wrong with something.



Feelers make decisions based on person-centered values. When deciding, they consider how important the choices are to themselves and others. They like dealing with people and tend to be sympathetic, appreciative, and tactful. They value harmony and work to make it happen.

THINKING & FEELING

Thinkers tend to:

- get right to the point
- often appear businesslike
- are usually very assertive
- choose truthfulness over tactfulness
- give praise sparingly; point out negatives
- convince others with impersonal reasoning
- make decisions with their heads, not hearts

Feelers tend to:

- decide with the heart
- engage in social niceties
- get their feelings hurt easily
- avoid arguments and conflict
- be sensitive to the feelings of others
- act warm and friendly toward others
- pay attention to the feelings of others
- be generous with praise; slow to criticize

JUDGING & PERCEIVING



Those who prefer **judging** like to live in a planned, orderly way, wanting to regulate life and control it. They want to make decisions, come to closure, and then carry on. They like to be structured and organized and want things settled.



Those who prefer **perceiving** like to live in a flexible, spontaneous way, gathering information and keeping options open. They seek to understand life rather than control it. They prefer to stay open to experience, enjoying and trusting their ability to adapt to the moment.

JUDGING & PERCEIVING

Judgers tend to

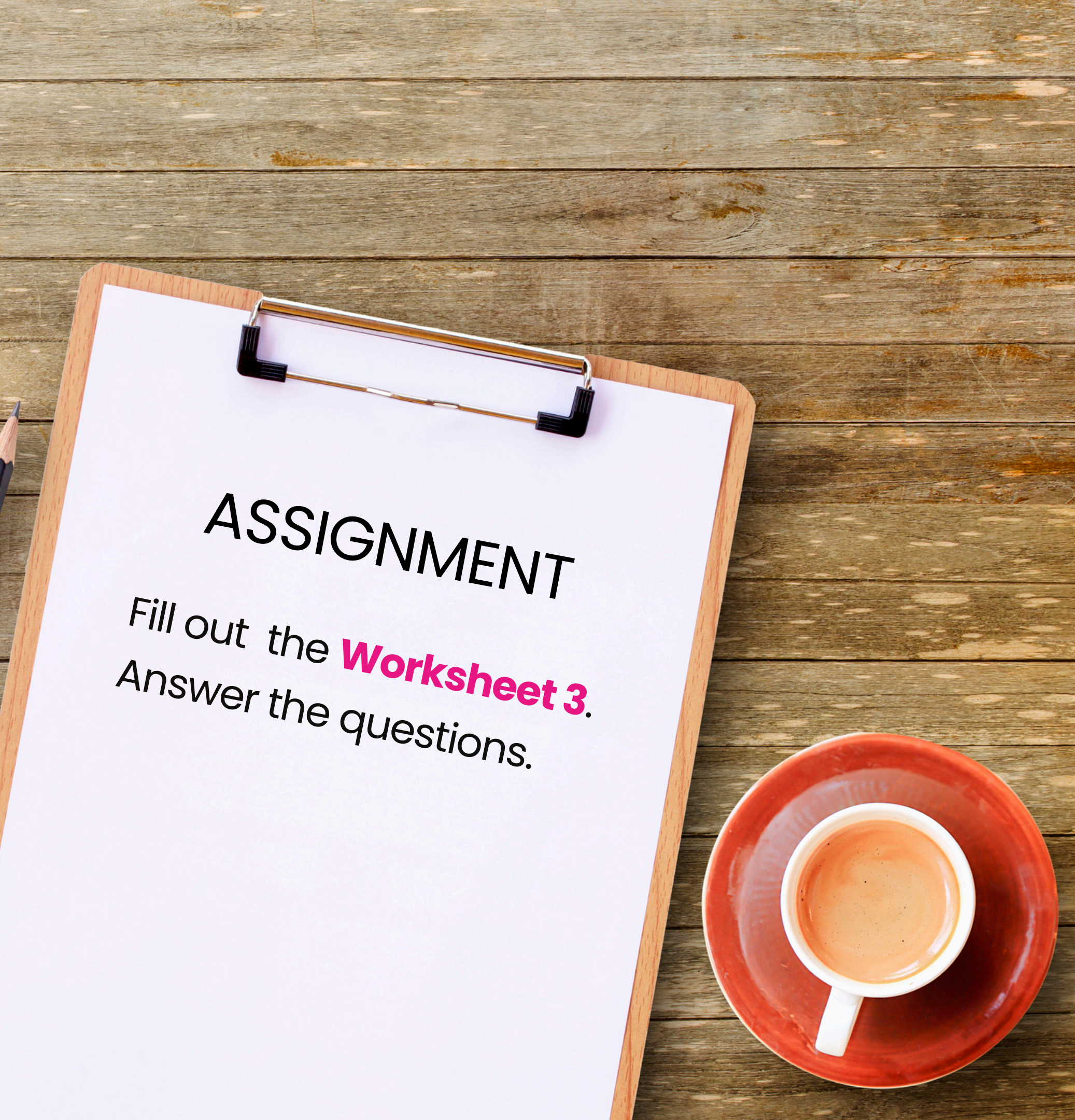
- make decisions; decide quickly
- enjoy setting and reaching goals
- discuss schedules and timetables
- like to take charge and be in control
- be more serious, formal, conventional
- postpone play until all the work is done
- regulate and control their life and yours
- enjoy having things settled, taken care of

Perceivers tend to:

- be good at adapting
- be somewhat disorganized
- deal with issues as they arise
- procrastinate, put off decisions
- be more playful, casual, unconventional
- keep their lives as flexible as possible
- find rules and structure confining, limiting
- desire many experiences and miss nothing

There are 16 possibilities. Look at your notes, think about the information you have just received and guess your four-letter type.

ISTJ	ISFJ	INFJ	INTJ
ISTP	ISFP	INFP	INTP
ESTP	ESFP	ENFP	ENTP
ESTJ	ESFJ	ENFJ	ENTJ



What did you guess your type to be?

Now, look and see what your assessment results were.

If you don't like your results, change them. You know you better than anyone.



Now, get a partner. Turn and talk to your neighbor, or someone next to you, behind you, in front of you, whatever.

Take a few minutes and **discuss your results:**

- What do you agree with?
- What do you disagree with?
- Questions?
- Comments?
- Concerns?



**Myers-Briggs'
4 Styles**

THEORIES ABOUT TYPE

IS

the Thoughtful Realist

ES

the Action-Oriented Realist

IN

the Thoughtful Innovator

EN

the Action-Oriented Innovator

Do people go into certain professions or occupations according to their “type”?

What “types” would choose business as a major in college?

Within business, what “types” would choose accounting as a major?

What “types” would major in personnel, human resources, and training?

**THINK
ABOUT IT!**

DISTRIBUTION OF TYPES WITHIN OCCUPATIONAL AND ACADEMIC GROUPS

Occupations	ST (%)	SF (%)	NF (%)	NT (%)
Accountants	64	23	4	9
Bank employees	47	24	11	18
Sales, customer relations	11	81	8	0
Creative writers	12	0	65	23
Research scientists	0	0	23	77

DISTRIBUTION OF TYPES WITHIN OCCUPATIONAL AND ACADEMIC GROUPS

Fields of College Studies	ST (%)	SF (%)	NF (%)	NT (%)
Finance, Business	51	21	10	18
Nursing	15	44	34	7
Counseling	6	9	76	9
Science	12	5	26	57
Health related	13	36	44	7
Education	13	42	39	20
Journalism	15	23	42	20
Phys. Ed.	32	34	24	10
Engineering	24	11	22	43

MBTI – 3990 STUDENTS

ISTJ 534 - 13%	ISFJ 187 - 5%	INFJ 55 - 1%	INTJ 132 - 3%
ISTP 236 - 6%	ISFP 102 - 3%	INFP 121 - 3%	INTP 209 - 5%
ESTP 314 - 8%	ESFP 168 - 4%	ENFP 246 - 6%	ENTP 302 - 8%
ESTJ 743 - 19%	ESFJ 298 - 8%	ENFJ 132 - 3%	ENTJ 211 - 5%

A FEW GUIDELINES FOR USING TYPE WISELY



Type is about preferences; people can still make choices about behavior.



Some tasks will be more natural for some types than others, but all types can learn skills in their nonpreferred areas.



Doing things in nonpreferred areas will likely take more energy, but these tasks do become easier with practice.



Type is most useful when we use it to understand ourselves and our impact on others, to maximize our strengths, and to minimize our weaknesses.



A genuine belief in the mutual usefulness of all type preferences is central to the wise use of a type perspective.



USING YOUR MBTI INFORMATION TO HELP IN YOUR CAREER DECISION MAKING



**What's the most
important thing
that you will be looking
for in a job?**



**Find a job where
your natural
preferences will be
an asset.**

**Doing what you enjoy
doing, what you naturally
do very well, will give you
the extra edge to top
performance!**

TYPE IN THE WORKPLACE



Extraversion

- Like variety and activity
- Like having people around
- Often impatient with long, slow jobs
- Act quickly sometimes without thinking
- Develop ideas by discussion

Sensing

- Like standard ways of problem solving
- Enjoy applying what they already know
- May distrust and ignore inspirations
- Like to do practical things
- Like to present details first
- Proceed step-by-step

Introversion

- Like quiet and calm
- Like working alone
- Don't mind long work on one project
- Think before acting, may not act
- Develop ideas by reflection

Intuition

- Like solving new, complex problems
- Enjoy learning something new
- May follow inspirations, good or bad
- Like to do innovative things
- Like to present overview first
- Proceed in bursts of energy

TYPE IN THE WORKPLACE

Thinking

- Use logical analysis to decide
- May unknowingly hurt feelings
- Firm-minded, can give criticism
- Look at the principles involved
- Feel rewarded when job is done

Feeling

- Use values and harmony to decide
- Enjoy pleasing people
- Empathetic, avoid the unpleasant
- Look at the values involved
- Feel rewarded when people's needs met

Judging

- Work best following a plan
- Like to get things settled, finished
- May not notice new things to do
- Reach closure by deciding quickly
- Seek structure and schedules

Perceiving

- Enjoy flexibility in their work
- Leave things open to possible changes
- May postpone unpleasant tasks
- Postpone decisions and look for options
- Feel restricted without change





QUESTIONS

?

COMMENTS

?

CONCERNS

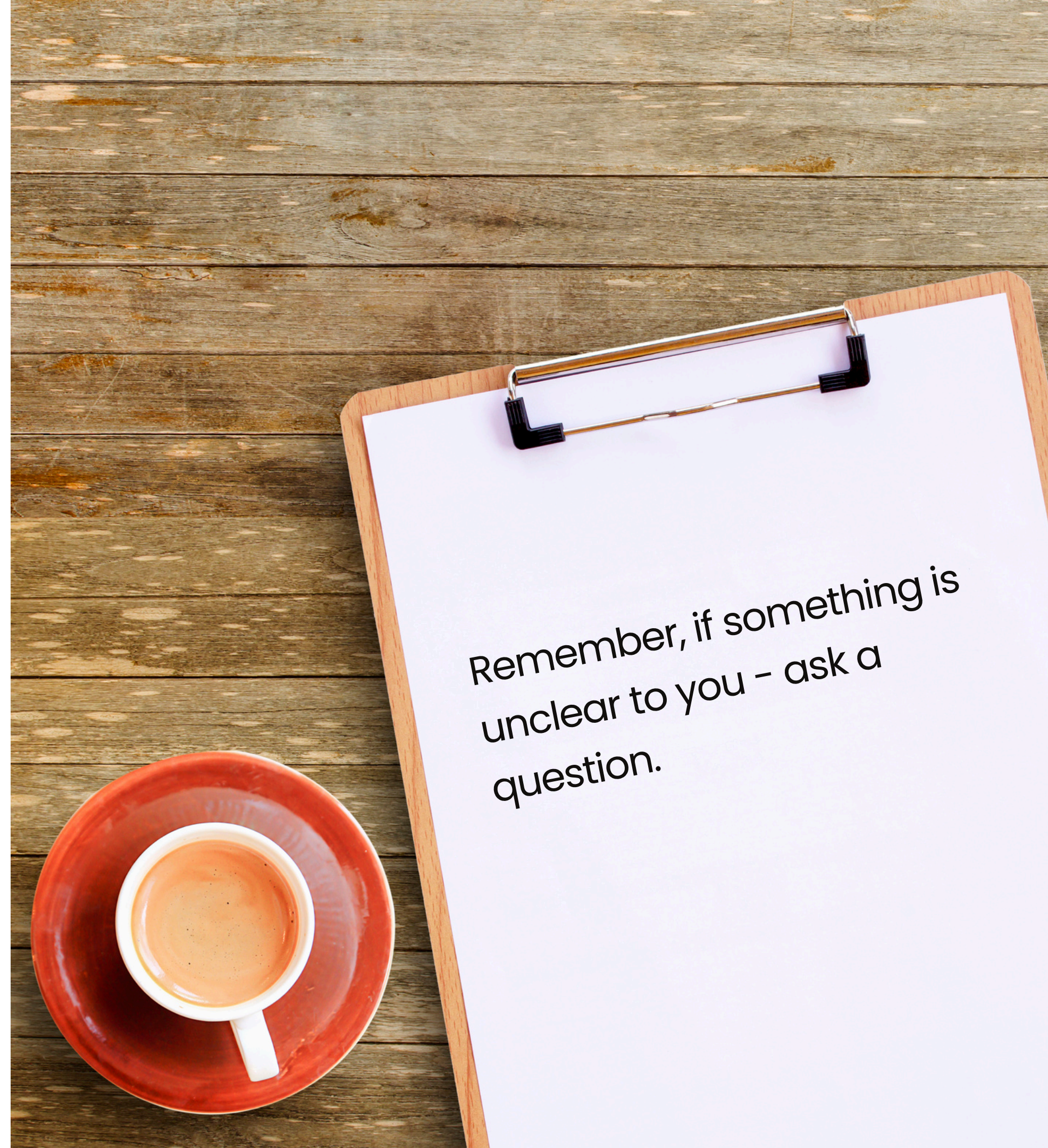
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EXERCISE

Think of situation where you had to make decision. Use the **Worksheet 4**.

In group of 4 please discuss:

- How did you make the decision?
- What did you take into account?
- How quickly did you bring it?



FEW SIMPLE METHODS ON MAKING CAREER DECISIONS ARE:

SM-14

Pro and Cons Method

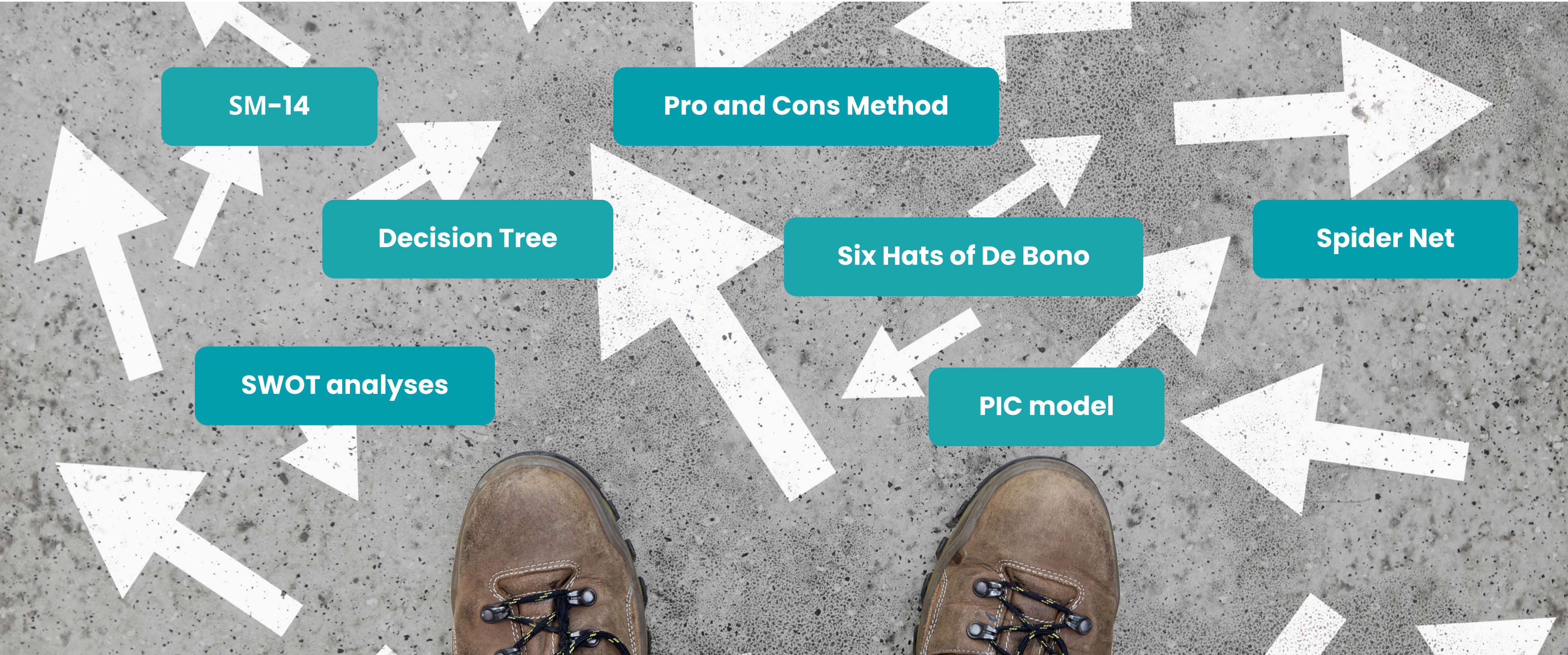
Decision Tree

Six Hats of De Bono

Spider Net

SWOT analyses

PIC model



SUPPORTING TOOL IN THE PROCESS OF MAKING CAREER DECISIONS

PIC Model

- ♠ **P** (Prescreening),
- ♠ **I** (In-depth exploration)
- ♠ **C** (Choice)



SIMULATION OF DECISION-MAKING SESSION (CAREER COUNSELLING)



EXERCISE

Read **Worksheet 9** – Implementation phase.

Finally, think about what **three key insights you have gained during the training are?**





EVALUATION QUESTIONNAIRE

Dear Participant,

We hope that today's class was interesting for you and that you managed to learn many valuable things. We love to get your feedback, so we would greatly appreciate it if you could take the time to complete the survey below.



the questionnaire is anonymous

1. How do you rate the overall quality of the program?

- a. very low
- b. low
- c. average
- d. high
- e. very high

2. To what extent did the program meet your expectations?

- a. not at all
- b. to a small extent
- c. on average
- d. to a great extent
- e. completely

Please **complete the program evaluation** form provided in the materials.

**READY
TO
START**

**THANK YOU FOR
PARTICIPATING IN THE
WORKSHOPS!**



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