**Workbook**

Tasks for the course: DLBKAENT01 – Personal Career Plan

**Set 1:**

Task 1:

Discuss why it is important to have an up-to-date career plan (optionally, use a fictitious character with a sample career of your choice). Use (1) the basic motivations according to McClelland and then classify them as intrinsic/extrinsic using the Barbuto and Scholl model. If a motivation originates from an extrinsic source, break it down into an intrinsic motivation (hope/fear).

Task 2:

Explain the characteristics of (a) a leadership career, (b) a project career, and (c) a professional career. Then select one of these career types and outline a possible career path using a sample career of your choice. Justify your comments.

Task 3:

According to Krumboltz’s Happenstance Theory, career paths are influenced by unexpected circumstances. Reflect on…

(1) …how the conditions relating to career plan A (a sample career of your choice) might change.

(2) … a backup plan B in case future prospects deteriorate or the conditions on which the current career plan A is based have changed. Outline this new plan B.

Task 4:

We have discussed John Holland’s “Theory of Occupational Themes”. First, prioritize the six orientations in the RIASEC model (script 1.2) for you personally, explaining your choices and summarizing the results with your own personal code (for example, RCI: Realistic, Conventional, Investigative). If you prefer, you may discuss a fictitious character with a sample career of your choice. Which occupations fit the code?

Task 5:

How can the Ikigai method help define career goals? Explain the Ikigai model and the fundamental considerations on which it is built.

Task 6:

(1) Explain (briefly) the relationship between diversity management and managing diversity.

(2) Explain (briefly) the relationship between inclusion and exclusion.

(3) Give one example each of successful diversity and successful inclusion in the workplace.

(4) Where in your day-to-day career path (or a in fictitious example) might you encounter diversity and inclusion?

Set 2:

Task 1:

Describe your visualization of a career. (Example: You might see a “career” as a flight of stairs to be climbed with a clear goal in mind, a racetrack with multiple restarts, a path with no visible end, or a spiral? Unique and different ideas are perfectly acceptable.)

Task 2:

Imagine a company has asked you to record a short presentation video because they are unable to arrange an interview. Write the text for this video, broken down into meaningful segments (introduction, main part, closing).

As you will not be able to refer to the text during the recording, summarize each segment into bullet points and include it.

Task 3:

(1) Using a sample career of your choice, formulate clear goals and motivations in accordance with (a) Locke and Latham’s Goal-Setting Theory and (b) Heckhausen’s Rubicon model.

Task 4:

Considering a sample career of your choice, which development opportunities would you ascribe to (1) horizontal, (2) vertical, and (3) radial career paths (according to Schein)? Which hurdles might arise on these career paths for your chosen example? Explain your answer.

Task 5:

Reflect on the role played by (1) an international job, (2) travel, and (3) remote working for your own career planning or that of a fictitious character.

Task 6:

Using a sample career of your choice, describe (a) a distant (long-term) career goal and (b) a near (short-term) career goal.

Based on Lent, Brown, and Hackett’s Self-Efficacy Theory (Script 1.2), outline the skills required for both (a) and (b) (see Script 4.1) and how or when these skills can/could be acquired in your chosen example.

Set 3:

Task 1:

Define the career levels you see in your aspired profession (or create a fictitious character and career) and ascribe (a) tasks, (b) competencies and qualifications, and (c) development opportunities to each of them.

Task 2:

Discuss (1) the organizational hierarchy of your (fictitious) aspired work environment, and (2) career opportunities within the organization using Schein’s structural model.

Task 3:

(1) With reference to your chosen example, what are the opportunities for a freelance/self-employed role or for setting up a company?

(2) With reference to your chosen example, what are the challenges of a freelance/self-employed role or of setting up a company?

Task 4:

Write a motivational letter (for a German-speaking country, while considering the principles outlined in unit 8.3) for a position of your choice.

Task 5:

Draw a mind map based on Maier et al. for your work-life/work-family balance (script 6.2), then outline the currently defined goals for your chosen career and the next steps. This mind map is for guidance only and should not be included here; provide explanatory comments only.

Task 6:

Applying Donald Super’s five-phase model for your chosen example, reflect on the individual’s personality development over their career lifespan. Create a spreadsheet and enter relevant career experiences in the final column. Include any potentially incompatible career stages (such as interrupting education or work to start afresh) under the relevant age band. Give examples of possible personal backgrounds or motivations for each developmental stage.

Set 4:

Task 1:

(1) Describe which aspects of the learning cycle are included in lifelong learning.

(2) Using your chosen example, explain (a) short and (b) double-loop learning models according to Hall and Briscoe.

Task 2:

What are the requirements faced by current and future employers, specifically with regard to:

1. Diversity
2. Inclusion and
3. Interculturalism?

Task 3:

Create a life-career rainbow (according to Super) and explain the roles performed by you or a fictitious character in your chosen sample career alongside your/their current job. Outline the challenges associated with this role. Describe (a) how these requirements were aligned with your/their previous career development and (b) how they will be aligned in the future.

Task 4:

(1) Which databases are suitable for which industries and which types of roles?

(2) How do you (or a fictitious example of your choice) use professional networks to your advantage?

Task 5:

(1) Relate this task to your own career or create a fictitious example: How do you rate the (a) economic, (b) social, (c) cultural, and (d) symbolic capital (according to Litz)? Explain your comments.

(2) How can this career capital be used to benefit your career path?

Task 6:

Apply Vroom’s expectancy theory to break down your motivation in terms of (a) long-term and (b) short-term career goals into valency, instrumentality, and expectancy. Next, consider whether another individual (such as a line manager) might evaluate the situation differently.