

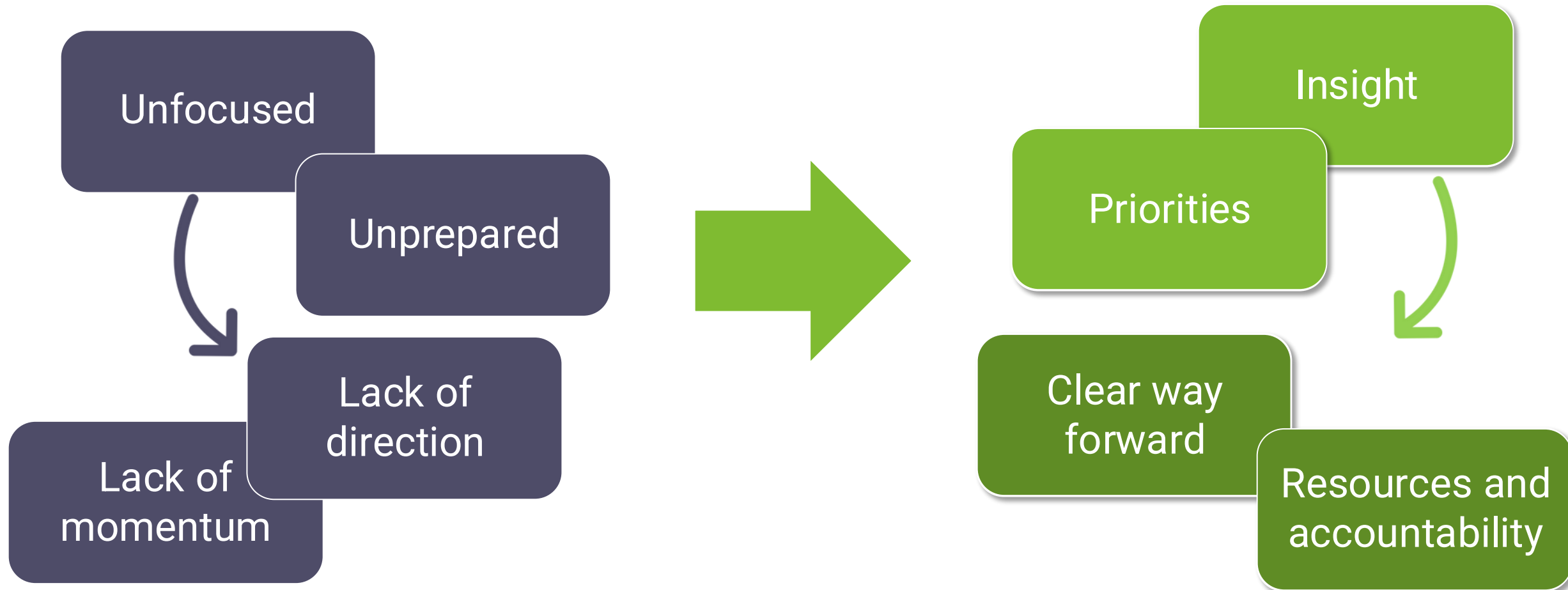


Career coaching toolkit

Passport2Progress



Passport2Progress equips people to have meaningful career development conversations



A structured journey from now to the future



ANCHOR

Self-assessment for personal insight



Questionnaires to clarify preferences and working style

h2h 

HOME E-LEARNING ANCHOR ACCELERATE ASPIRE ACHIEVE

Career Assessments > Learning Styles

Learning Styles

I like to produce learning action plans, to ensure I achieve what I need to

☐ Strongly disagree ☐ Disagree ☐ Neutral ☐ Agree ☐ Strongly agree

Talking through ideas and approaches with other people helps me to learn

☐ Strongly disagree ☐ Disagree ☐ Neutral ☐ Agree ☐ Strongly agree

I take time to review what happened and identify what did and didn't work well

☐ Strongly disagree ☐ Disagree ☐ Neutral ☐ Agree ☐ Strongly agree

I notice techniques that other people use and then try them myself

☐ Strongly disagree ☐ Disagree ☐ Neutral ☐ Agree ☐ Strongly agree

I often analyse a complex situation to see why it developed that way

☐ Strongly disagree ☐ Disagree ☐ Neutral ☐ Agree ☐ Strongly agree

Progress tracker

h2h 

HOME E-LEARNING

Career Assessments > Strengths

Strengths

Understanding your skills and strengths is key to your career development.

Being able to categorise your abilities can help you to more clearly define your working role and your career direction, to celebrate what you are good at, accept the things you are not and appreciate others for their strengths in your areas of weakness.

The purpose of this simple assessment is to allow you to easily assess your own strengths from a broad selection of skills using three dimensions: enjoyment, proficiency and importance (to your current or potential role) and to group them into five categories: prime strengths, untapped strengths, necessary skills, underdeveloped skills and weaknesses.

Instructions

There are 50 skills in the assessment. Try to place them intuitively in the appropriate box within the matrix, based on how important the skill is to your current or potential role, how good you are at it and how much you enjoy it. You can move the skill to a different box after placing it, but avoid doing so unless it was an actual mistake.

At the end of the assessment you will be presented with a report based on how you have categorised your abilities along with advice and tips for each category.

[Take the assessment >](#)



My Progress

ANCHOR	3/5
Create your profile	
Your natural strengths	
Transferable skills	
Your learning preferences	
Self-assessments	
ACCELERATE	2/3
ASPIRE	3/5
ACHIEVE	1/4

Curated resources for deeper personal insight

h2h 

HOME E-LEARNING ANCHOR ACCELERATE ASPIRE ACHIEVE

ANCHOR

Temperament Assessment 

Personality Assessment 

Developing Self-Awareness 

Intelligent Career Quiz 

All Career Assessments 

ACCELERATE

Consolidation of current position



Curated resources for development

Development goals and robust solutions created from self-assessment insight

Saved complete activities

Development goals generator

How to use this page

Consider your current job description and key accountabilities/performance goals to answer the following questions:

1. Look at your strengths. Identify those you would like to develop further, where you have skills to build on.
2. Now look at the areas where you are not so strong. Choose two or three where you would like to develop, where enhanced skill would help you in your current role.
3. For each area, create a SMART (Specific, Measurable, Achievable, Relevant and Timebound) goal that describes what you will be doing differently once you have achieved this.
4. In the final column, record what is actually needed here – it is new knowledge you need to acquire? Is it more practice you need? Or is it a totally new skill you need?

Development Area	Development Goal	Development Needs
Consider your job description and key accountabilities	What will you be doing differently when you have mastered this? Make this	In order to achieve a better performance, do you need more knowledge, some new

In what areas would you like to be (even) better?

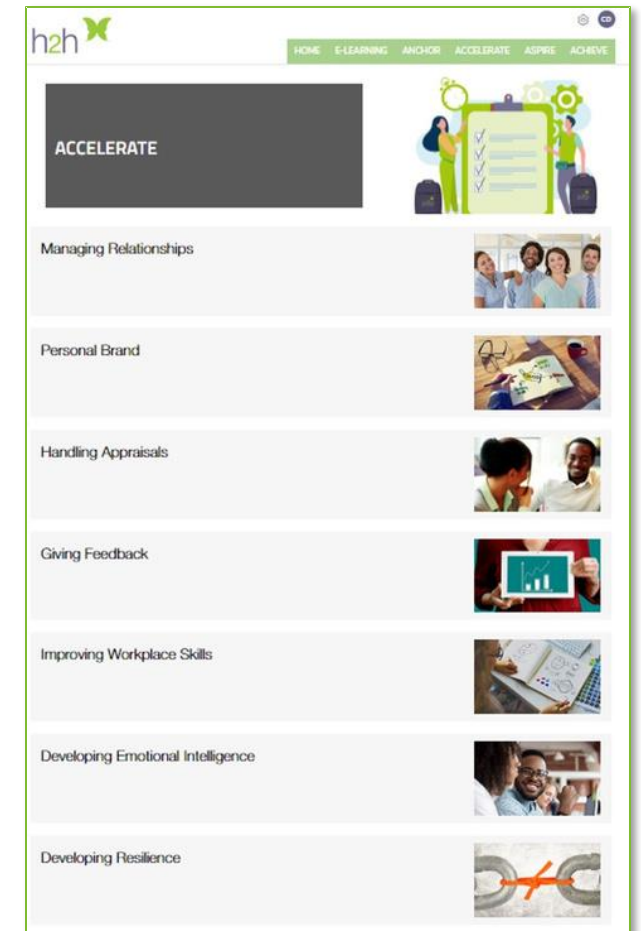
Development Area	Development Goal	Development Needs
Consider your job description and key accountabilities	What will you be doing differently when you have mastered this? Make this	In order to achieve a better performance, do you need more knowledge, some new

Development Solutions

Goal	
How can I use 'on the job experience' to achieve this development goal? (70%)	
How can I use my relationships to achieve this development goal? (20%)	
How can I use formal learning to achieve this development goal? (10%)	
How could I blend some of these examples of learning together?	
Do I have any constraints? e.g. budget, time off the job and how can these be mitigated?	
What will help me apply my learning afterwards?	

ADD GOAL +

DOCUMENT MANAGER			
The Document Manager is a storage area for all your documents. As long as you organised, you can set up folders and sort your documents. All documents can be downloaded to your device at any time.			
			
	Document Name	Uploaded On	
My Cvs	Career Assessments- Learning Styles 2023-09-25.pdf	25 Aug 2023	
My Cover Letters	Career Assessments- Personality Insight 2023-04-25.pdf	28 Apr 2023	
Other Documents	Career Assessments- Personality Insight 2023-11-14.pdf	14 Nov 2023	
Job Applications	Career Assessments- Strengths 2023-04-25.pdf	26 Apr 2023	
My Certificates	Career Assessments- Temperament 2023-04-25.pdf	25 Apr 2023	



ASPIRE and ACHIEVE



Create career aspirations grounded in self-awareness and personal priorities

Step Up

Increasing the level of seniority at which you operate e.g. undertaking a leadership role. Generally this represents vertical progression through an organisation

Stretch out

Experiencing your role outside of your department or organisation through job swaps, secondments or industry placements. This will develop your understanding of context as well as experience of different culture, challenges and opportunities

Deepen

Building on current skills, knowledge and experience in a focussed area. Often considered to be subject matter experts. This can be horizontal or vertical progression through an organisation

Broader

Expanding on skills, knowledge in a related functional or horizontal or through

Career wheel

Different things bring us fulfillment at work. This activity helps you to prepare what this is for you right now. Remember, these things can change, so come back to this exercise every few months to update your priorities.

Rate each statement below with a number to represent how happy you are with each element of your career, 1 being not at all, 10 being happy. When you are done, click "Save" at the bottom of the page. Your answers will be transferred to the wheel in a visual representation.

Statements

SENSE OF PURPOSE: I can see how my work contributes to wider organisational goals and derive a sense of purpose from the work that I do.

CLARITY OF EXPECTATIONS: I know what is expected of me and the standards I need to achieve.

APPLICATION OF STRENGTHS: In my day to day work I generally use my core strengths.

Personal interest inventory

What interests you? How might these interests help you to develop in your career?

When you have completed the exercise, click on the header to expand the guide below which will help you identify where your personal interests

Interpretation of results

Get started

The graph below shows your scores in each area. The top three will be populated into your profile to help you with deciding on your ideal role.

Interest	Score
Practical	10
Investigative	20
Artistic	25
Social	20
Enterprising	15
Organizational/Administrative	22

Work values

When developing your career, it's important to include an assessment of how current and future roles fit with your work values. These two video clips are a great explanation on the importance of values when making career choices.

- Build your life with values - Simon Sinek
- How to make better choices and live more fully - Simon Sinek

The card sorting game below will help you make some decisions about your work values. Click on the header below to read the instructions.

Instructions

What to do with the outcomes

Play the game

Supervising - being in charge of the work of others

Location - work close to my home and family

Recognition - people will be prepared to appreciate your work and make this clear to you

Having your say - it is important to know that people will listen to your point of view

Impact Society - work where I can contribute to the betterment of the world or society

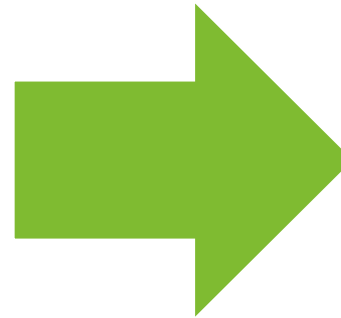
Multi cultural affiliation - work in an environment with people from a broad range of ages, cultures or ethnic backgrounds

Select which card above represents you least. Continue until you run out of cards. Then save your selection of values.

Progress 1/36

Deck

Discard



My Progress

ANCHOR	3/5
ACCELERATE	2/3
ASPIRE	3/5
ACHIEVE	1/4
Relationship map	
Support and challenge for your plans	
Developing as a Leader	
Create reflective habits	

And a plan for making it happen

A HUGE DATABASE OF E-LEARNING TO SUPPORT ALL KINDS OF DEVELOPMENT NEEDS



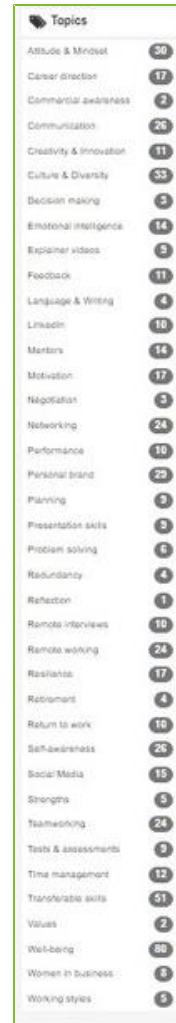
or



Curated resources by stage

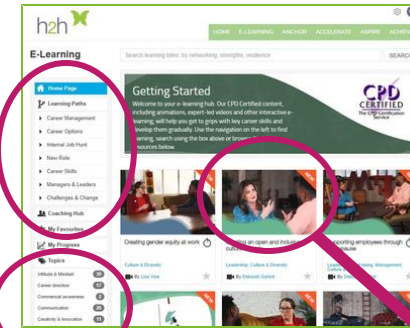
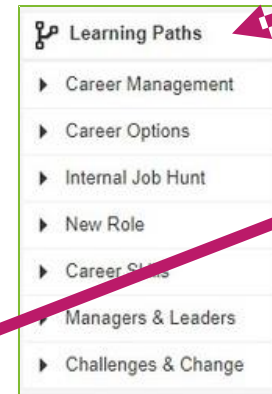


E-learning courses are regularly updated



Topic resources

Next step resources



E-learning
Videos
Articles Quick
reads Hot tips
Coaching Hub



Passport2Progress



Our Career coaching toolkit

Available as:

- Multiple-user access only.
- Access and career development coaching.
- Above and leadership coaching.
- Bespoke solution tailored to business needs.



Value add for employees:

- Equips people to have meaningful career development conversations.
- Develop self-awareness and provides each user with curated development goals.
- Access to an extensive suite of personal development resources and tools.

Value add for employers:

- Cost-effective career development tool.
- Supports talent retention and promotes in-house career development.
- Helps reduce recruitment costs.
- Promotes self-led learning and encourages a sustainable learning environment.