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| Name: |  |

***Planning a better future* resource pack**

This resource pack provides a series of templates for you to make notes for answering the following activities:

* Block 1: Activities 1, 5 and 8
* Block 2: Activities 4, 5, 11 and 12
* Block 3: Activities 4, 5, 6 and 7

Note that these templates are for your own notes and reflection to help you answer the activities. The work you do here does not count towards your *Planning a better future* course badges.

**Block 1, Activity 1**

Now

Birth

Negative experiences

Positive experiences

**Block 1, Activity 5**

|  |  |
| --- | --- |
| **What I achieved** | **Skills, knowledge, personal characteristics and attitudes used/required** |
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**Block 1, Activity 8**

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| **Strengths** | **Weaknesses** |
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| **Opportunities** | **Threats** |
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**Block 2, Activity 4**

Look through the following list, circling or highlighting the level that applies to your present circumstances.

**Money**

Inadequate income clearly causes many problems and dissatisfaction.

Too little Adequate Well paid

**Opportunity for control**

Simple, repetitive, closely controlled work is generally far from satisfying, but on the other hand having a high level of responsibility (being a paramedic, for example) can be stressful.

Too little About right Too much

**Opportunity to use skills**

Most of us enjoy using and developing our skills and competence. But having very high-level, complicated demands repeatedly made on us can be stressful.

Too little About right Too much

**Goals and targets**

People function best when there are demands to be met, targets to be achieved or challenges to rise to. We all have our own preferred level of demand.

Too little About right Too much

**Variety**

Individuals differ in the amount of variety they prefer, but it’s stimulating to have some change and variation in the work environment.

Too little About right Too much

**Clear boundaries**

A work situation where boundaries aren’t clear can cause uncertainty and conflict. Equally, being in a tightly defined job can feel restricting.

Too little About right Too much

**Social contact**

Everyone’s need for contact is different, but most of us get satisfaction from being with others, chatting over coffee or working in a team.

Too little About right Too much

**Respect**

Most of us like to be thought well of and respected by others. For work satisfaction it’s important to feel that there’s some match between your contribution and the position you hold.

Too little About right Too much

**Work–life balance**

Everyone would ideally like to achieve a reasonable balance between their work and the other aspects of life. How do you rate the amount of time paid work takes up in your life?

Too little About right Too much

**Block 2, Activity 5**

Rate each of the following statements using the scale below – try to avoid choosing 3 if you can.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Statement** | **5 Always true** | **4 Usually true** | **3 Neither true nor untrue** | **2 Usually untrue** | **1 Always untrue** |
| 1. I always aim high in my work |  |  |  |  |  |
| 2. My ambition isn’t necessarily to get to the top |  |  |  |  |  |
| 3. I set myself difficult goals to achieve |  |  |  |  |  |
| 4. I don’t like to let work disturb my social life |  |  |  |  |  |
| 5. I want to do well at whatever I’m doing |  |  |  |  |  |
| 6. Being a success in life isn’t too important to me |  |  |  |  |  |
| 7. I like being seen as dedicated to my job |  |  |  |  |  |
| 8. I don’t like to aim too high |  |  |  |  |  |
| 9. Work always comes before pleasure |  |  |  |  |  |
| 10. People wouldn’t describe me as very ambitious |  |  |  |  |  |

Now make the following calculations:

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| --- | --- |
| Total score of responses to odd-numbered statements (1, 3, 5, 7, 9) |  |
| Total score of responses to even-numbered statements (2, 4, 6, 8, 10) |  |
| Odd-numbered statements minus even-numbered statements |  |

**Block 2, Activity 11**

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| **Information source** | **My three questions** |
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**Block 2, Activity 12**

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| **Availability of the work** | **Nature of the work** |
|  |  |
| **Types of organisation** | **Practicalities of the work** |
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**Block 3, Activity 4**

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| **Resources** | **Restrictions** |
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**Block 3, Activity 5**

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| **Actions** | **Resources** |
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**Block 3, Activity 6**

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| **My long-term goal** | **Short- and medium-term goals** | **Actions required** | **Constraints** | **Resources – who or what can help me** | **Target date** |
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**Block 3, Activity 6**

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| **Key experience requirements** | **My evidence** |
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