

Your ideal workplace

**Worksheet**

# Key reflection from session1/2

Notes from presentation

What was your first job? What did it teach you about yourself?

E.g., "Waitressing tables at a greasy spoon. I learned I liked working in a team, and hated making fake small talk."

Your hard parameters

List 3 hard parameters your next role must have related to location, money, or schedule: (e.g., must be able to live in southwest Iowa)

Number 1:

Number 2:

Number 3:

Think of the jobs you've had, all the way back to your first job. Start with the most recent or current job and work back. Fill out as many as you can below:

Job

Thing I liked

Thing I disliked

Think of the bosses or mentors you've had- what made them the best or worst boss for you?

Boss

Best

Worst

Reflecting on the jobs above and the things you liked and disliked, answer the questions below:

## What do my likes and dislikes tell me about the kind of workplace where I thrive?

What type of manager/boss do I thrive working under? (e.g., mentor type boss where I have high levels of autonomy)

What type of team do I work best with? (e.g., team where we speak frequently and have a lot of relationships)

What activities should I avoid like the plague or would I need extra support to succeed with? (e.g., data mining)

What are your hard stops/red flags? (e.g., working for a boss who sees things very black and white or doesn't like to talk things through)

Reflecting on the jobs above and the things you liked and disliked, answer the questions below:

Who was my best teacher? What made them the best teacher for me?

When do I feel most alive when I'm working? What is it about the situation that makes you feel that buzz of excitement?

What type of team do I work best with? (e.g., team where we speak frequently and have a lot of relationships)

What types of personalities in the workplace I get along with most? Which do I find hardest to deal with?

What workplace behaviours make me feel most confident, and like I belong? What makes me feel least like I belong?

Framing it up:

You know yourself better than anyone; let's use the reflections we made to attract the ideal workplace to you.

Your list: Every workplace I've worked where the employer was unwilling to reflect on bias made me absolutely irate. I keep finding positions where I can do spreadsheet work and make data readable/useful. I hated working at a camp because I despise being in front of people, and singing. And people. I don't do well when I have to meet all the time and people too much.

Your need: Inclusion matters to me, and I thrive with highly detailed, data based projects. I need a boss who checks in on me a lot but doesn't need to meet for hours to talk, and where I can work independently on problems and then come together with a team.

Framed for employer: I am looking for a workplace committed to inclusion and equity, and where I can be of service to provide highly detailed, data oriented work such as data visualization or dashboards. I thrive in environments where independent work is peppered with team or small group collaborations, and I love working with a boss who likes short meetings as much as I do. Let's connect!

Your needs/list: I hate competing with people; like in my sales job in university. I like being the first person who's done the job I have, and I like speaking and teaching- it seems like I always carve out a niche for myself that way. I do best with a mature boss who is self- confident and enjoys me bouncing ideas off them (and isn't threatened or flustered by them). I do NOT like working in risk averse environments, and I like to try new ideas constantly.

Framed for employer: If you're looking for someone who thrives in new environments and roles and who loves to design solutions while working with others, let's connect. I enjoy working with a collaborative team that seeks to lift one another up, see opportunities, and a supervisor who seeks ideas from their staff. I can't wait to support an organization's goals and client's needs with innovative solutions to tricky problems where we can pilot new things and improve from there. Please send me an email or DM.

# Framing it up: your turn

You know yourself better than anyone; let's use the reflections we made to attract the ideal workplace to you.

Your list:

Your need:

Framed for employer:

# What's one action you'll take this week? Make it realistic and achievable.

Is there someone you've connected with in the group work who you'd be interested in meeting with later to stay on track with? Connect on LinkedIn.