



## ***Starting with you!***

### **Exercises to Explore Career Transition**

#### **What do I have, what do I want and what am I willing to do to get there?**

*Starting with you!* exercises will help you to assess transferability from oil and gas to other sectors within the energy ecosystem. You can use the results to focus your job search and further research into transition pathways. You can do the exercises on your own, or even better, work with a career practitioner. Organizations providing employment services in Alberta are listed in the [Employment and Training Directory](#).

By completing the *Starting with you!* exercises, you will gain insights into:

- Elements of transferability using three criteria: Technical, Nature of Work, and Value Proposition
- What it will take to transition to other sectors considering 3 transition pathways: Direct, Refocus or Reboot
- Other sectors in the energy ecosystem to consider for employment

*Starting with You!* works in conjunction with the **Energy Career Transition and Employment Resource** (the Resource) found at [www.careertransitions.ca](http://www.careertransitions.ca). The Resource is a one-of-a-kind, comprehensive and current source of information on Alberta's evolving energy ecosystem, how to assess the transferability of individual skills and experiences into other sectors or occupations and where upskilling might be needed.

The website is also where you will find the [Energy Career Transition Quick Quiz](#), an on-line tool that provides quick exercises and suggestions of alternative sectors to consider for employment given your usual occupation and work-related preferences and requirements. While *Starting with you!* is more comprehensive and will help you to uncover insights about yourself, the Quick Quiz will assist you to focus your job search in minutes.

More information about all these resources is provided at the end of the exercises.

#### **As you complete the career exploration exercises think about:**

- o Work situations when you felt energized and motivated – what were you doing?
- o Times when you set goals and accomplished them – what did it take?
- o Situations when you received positive feedback on something you did – what were the hurdles and results?
- o Your personal criteria for work and career



*“The Province of Alberta is working in partnership with the Government of Canada to provide employment support programs and services.”*

**1 - Transferability Criteria: Technical Transferability**

<p><b>Definition of <u>technical transferability</u></b></p> <p>Core qualifications</p> <ul style="list-style-type: none"><li>- Certifications</li><li>- Technical knowledge and skills</li><li>- Business or operational processes</li><li>- Use of equipment and technology</li><li>- Knowledge of regulatory environment</li><li>- Dealing with customers/stakeholders</li></ul>	<p><b>Tips and things to think about</b></p> <ul style="list-style-type: none"><li>- How you use your skills or knowledge that indicate what you are good at such as:<ul style="list-style-type: none"><li>o Data, information, or ideas – gathering or creating it; managing it; analyzing it; storing or retrieving it; putting it to use</li><li>o People – with individuals one at a time; with groups</li><li>o Things – your body, materials, objects, technology, equipment or machinery, buildings</li></ul></li></ul>
<p><b>Sample prompts to assist you</b></p> <p><b>I am a person who in my work:</b></p> <ul style="list-style-type: none"><li>- is skilled at doing:</li><li>- knows a lot about:</li><li>- has had these experiences:</li><li>- has credentials including:</li><li>- is interested in doing:</li></ul>	<p><b>Jot down sentences or phrases to describe your <u>technical transferability</u>:</b></p> <p><i>Example: love anything with numbers and can present them in tables or graphs that clearly tells a story.</i></p>

## 2 - Transferability Criteria: Nature of Work -

<p><b>Definition of <u>nature of work</u> transferability:</b></p> <ul style="list-style-type: none"> <li>- Work arrangements: contractor; employee; rotational/mobile including camps; hours of work; travel requirements</li> <li>- Work environment: indoors/outdoors; small/large company; unionized/non-unionized; remote work/office location</li> <li>- Workplace culture: nature of relationships; more structured/less structured; flexible approach to work/defined approach to work; higher risk/lower risk</li> </ul>	<p><b>Tips and things to think about including:</b></p> <ul style="list-style-type: none"> <li>- The kind of place you would like to work:             <ul style="list-style-type: none"> <li>o Work arrangements</li> <li>o Work environment – e.g. office, remote location</li> <li>o Nature of relationships with colleagues and leaders</li> <li>o Level of structure</li> <li>o Predictability/level of routine in work</li> <li>o Tolerance for risk</li> </ul> </li> <li>- Be sure to list any “deal breakers”.</li> </ul>
<p><b>Sample prompts to assist you</b></p> <p>I will consider work or contractual arrangements such as:</p> <ul style="list-style-type: none"> <li>- Freelancing (project work/contract)</li> <li>- Employment contract</li> <li>- Long and varied hours or standard hours</li> <li>- Rotational/mobile including camps</li> <li>- Travel required or none/minimal travel required</li> <li>- Shift work or regular day shifts</li> </ul> <p>I want this type of work environment:</p> <ul style="list-style-type: none"> <li>- Large company or small company</li> <li>- Outdoor work or indoor work</li> <li>- Unionized or non-unionized</li> <li>- Remotely located or at the office</li> </ul> <p>I like a work culture that is:</p> <ul style="list-style-type: none"> <li>- More structured or less structured</li> <li>- Few policies/practices or considerable policies/practices</li> <li>- Professional work relationships or casual work relationships</li> <li>- Higher risk tolerance or lower risk tolerance</li> </ul>	<p><b>Jot down sentences or phrases to describe the <u>nature of work</u> suited to you:</b></p> <p><i>Example: I need a work environment where I can work when and how I want. Mandatory work schedules are a deal breaker.</i></p>

<b>3 - Transferability Criteria: Value Proposition</b>	
<p><b>Definition of <u>value proposition</u> transferability:</b></p> <p>Likelihood of workers accepting an employment/contract offer based on:</p> <ul style="list-style-type: none"> <li>- Total compensation – salary, bonus</li> <li>- Career development opportunities</li> <li>- Organization values</li> <li>- Location of work</li> <li>- Role level</li> </ul>	<p><b>Tips and things to think about including:</b></p> <ul style="list-style-type: none"> <li>- Where do you want to do your work?</li> <li>- Primary career goals that organization allows you to have</li> <li>- Salary you need</li> <li>- Level in organization – individual contributor, team lead, supervisor, manager, director, executive</li> <li>- What a company stands for that’s important to you</li>   <li>- Be sure to list any “deal breakers”.</li> </ul>
<p><b>Sample prompts to assist you</b></p> <p>I am willing to take a compensation package that is:</p> <ul style="list-style-type: none"> <li>- Lower than my usual level of compensation</li> <li>- Same as my usual level of compensation</li> </ul> <p>Level I want to work at:</p> <ul style="list-style-type: none"> <li>- About the same level as usual</li> <li>- Will start at a lower level than usual</li> </ul> <p>Will work in the following locations:</p> <p>What support for my career growth/personal development do I want from a company?</p> <p>The values important to me that I want to be reflected in a company:</p>	<p><b>Jot down sentences or phrases to describe the <u>value proposition</u> important to you:</b></p> <p><i>Example: I am not able to relocate due to family commitments and want to work in a company that demonstrates a respect for family.</i></p>

Note: adapted from *What Color is Your Parachute?* Richard Nelson Bolles.

#### 4 - What sectors are you interested in?

Transferability from oil and gas to nine key sectors in Alberta's economy were assessed as providing low, medium, or high transferability. More information about these sectors and the transferability assessment for each can be found in the Energy Career Transition and Employment Resource on: [www.careertransitions.ca](http://www.careertransitions.ca).

To assist you to focus on sector(s) to research further, select which sectors you want to consider working in:

<input type="checkbox"/>	Agriculture/Agri-business/Agri-foods
<input type="checkbox"/>	Supply Chain (procurement, transportation, warehousing and logistics)
<input type="checkbox"/>	Petrochemical Manufacturing
<input type="checkbox"/>	Liquefied Natural Gas (LNG)
<input type="checkbox"/>	High Tech/Information Communications Technology (ICT)
<input type="checkbox"/>	High Tech in Oil and Gas
<input type="checkbox"/>	Industrial Construction and Maintenance
<input type="checkbox"/>	Cleantech
<input type="checkbox"/>	Power Generation (wind, solar, geothermal)
<input type="checkbox"/>	Others: _____

### 5 - What are you willing to do to transition your career/obtain employment?

Thinking about what is realistic for you at this point in your job search, check each response that applies working down each column at a time. There are no right or wrong answers; however, keep in mind that you should only choose realistic options for you now.

Column 1	Column 2	Column 3
<input type="checkbox"/> Not interested in transitioning to new career or occupation at this time	<input type="checkbox"/> Willing to transition to new career or occupation	<input type="checkbox"/> Willing to transition to new career or occupation
<input type="checkbox"/> Willing to relocate	<input type="checkbox"/> Willing to relocate	<input type="checkbox"/> Willing to relocate
<input type="checkbox"/> Willing to take a rotational work assignment (fly-in/fly-out; drive-in/drive-out)	<input type="checkbox"/> Willing to take a rotational work assignment (fly-in/fly-out; drive-in/drive-out)	<input type="checkbox"/> Unwilling to take a rotational work assignment (fly-in/fly-out; drive-in/drive-out)
<input type="checkbox"/> Unable or unwilling to take short-term or longer-term training	<input type="checkbox"/> Willing to take short-term training (less than one year)	<input type="checkbox"/> Willing to take longer-term training (1-2 years) or a degree or diploma program
<input type="checkbox"/> Unwilling to do volunteer or unpaid work to gain experience	<input type="checkbox"/> Willing to do volunteer or unpaid work to gain experience	<input type="checkbox"/> Willing to do volunteer or unpaid work to gain experience
<input type="checkbox"/> Unable or unwilling to take a reduction in salary	<input type="checkbox"/> Willing to take a reduction in salary	<input type="checkbox"/> Willing to take a reduction in salary
<input type="checkbox"/> <b>Total Checked for Direct</b>	<input type="checkbox"/> <b>Total Checked for Refocus</b>	<input type="checkbox"/> <b>Total Checked for Reboot</b>

The highest score indicates the type of transition pathway you may want to initially focus on given what you are most able to commit to at this point in your job search. If your scores are the same for more than one column, you may need to give further thought to your current priorities. This can change over time as your circumstances change.

**Definitions for transition pathways, Direct, Refocus and Reboot, appear on the table below.**

## Transition Pathways

Using the results from the “what are you willing to do?” questions above, these definitions help to explain the most suitable path to transition for you given what you are most able to commit to at this point in your job search or career transition. Your preferred transition pathway can change over time with your circumstances.

<b>Occupational transition from an industry is:</b>	<b>If core qualifications, certifications, technical knowledge, skills, business processes, regulatory environment, customers/stakeholders, and workplace culture and environment are:</b>
<i>Direct</i>	<i>essentially the same with a high likelihood of candidate’s recruitment and retention into sector</i>
<i>Refocus</i>	<i>very similar but candidate likely requires some skill and/or knowledge upgrading to increase likelihood of recruitment into sector</i>
<i>Reboot</i>	<i>dissimilar and candidate will need to invest significant effort and resources to qualify for position in sector</i>

***\*\*Relocation may need to be considered regardless of which transition path you choose to take.***

## Tools and Resources to Help You Learn More!

You can look further into the sectors that align with your preferred path to employment or transition using the ***Energy Career Transition and Employment Resource*** found on [www.careertransitions.ca](http://www.careertransitions.ca). The website is also where you will find the [Energy Career Transition Quick Quiz](#).

The *Resource* outlines:

- Each sector’s outlook and key drivers of employment
- Rationale for the sector transferability assessment result (Low, Medium, High)
- Activities and occupations across the sector’s lifecycle or value chain
- Occupational transferability or transition pathway (Direct, Refocus or Reboot)
- “Foot-in-the-door” requirements for oil and gas occupations to transition to a specific sector. These are the foundational qualifications, skills, experience and/or aptitudes required to compete with experienced candidates.

*In addition:*

- Follow us on LinkedIn: [Talent Needs for the Evolving Energy Ecosystem](#)
- Take our survey and help us educate employers about available talent: <https://www.surveymonkey.com/r/UntappedTalent>

*Contact us on LinkedIn if you have any questions or to share your success stories.*