

MAGS HANLEY

**CAREER** ANALYSE, STRUCTURE & PLAN  
YOUR DESIGN CAREER

**ARCHITECTURE**

**WORKSHEETS**

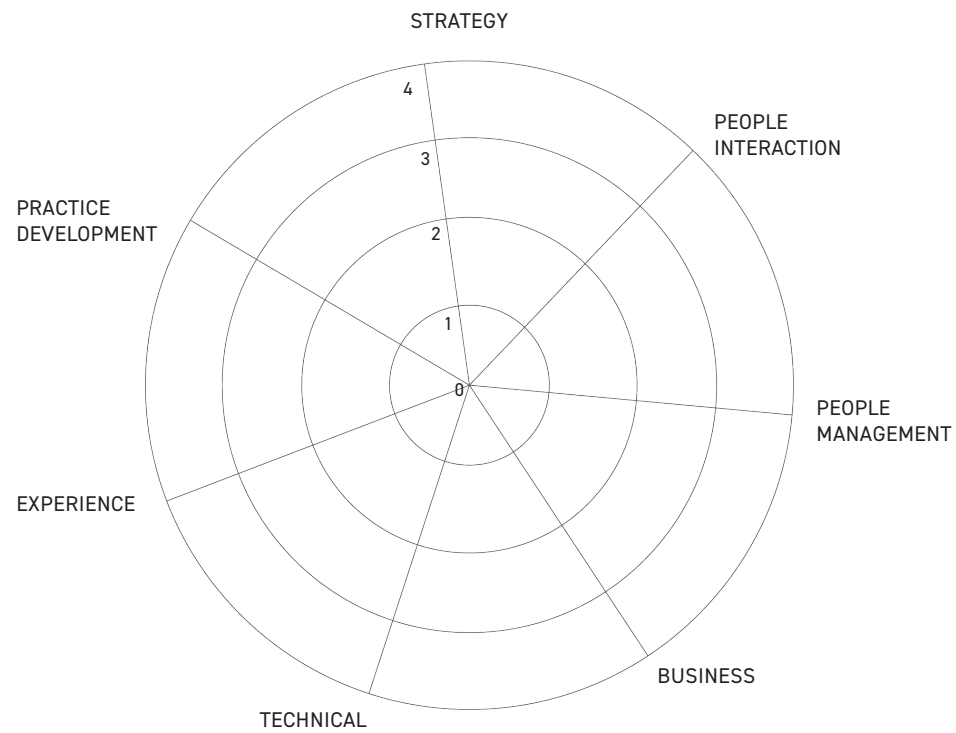
# **CAREER AUDIT** **WORKSHEETS**

# SKILLS AUDIT FORM

		SCORE	OVERALL
<b>STRATEGY</b>	Strategic thinking	_____	_____
	Strategic work	_____	_____
<b>PEOPLE INTERACTION</b>	People interaction	_____	_____
	Managing across	_____	_____
	Managing down	_____	_____
	Managing up	_____	_____
<b>PEOPLE MANAGEMENT</b>	People management	_____	_____
	Developing a team	_____	_____
<b>BUSINESS</b>	Financial	_____	_____
	Stakeholder management	_____	_____
	Business language	_____	_____
	Business value	_____	_____
	Selling work	_____	_____

		SCORE	OVERALL
<b>TECHNICAL</b>	Interaction design	_____	_____
	Information architecture	_____	_____
	Content strategy	_____	_____
	Visual design	_____	_____
	Service design	_____	_____
	Product management	_____	_____
	User research & usability	_____	_____
	Prototyping	_____	_____
Workshops	_____	_____	
<b>EXPERIENCE</b>	Autonomy	_____	_____
	Experience	_____	_____
<b>PRACTICE DEVELOPMENT</b>	Project leadership	_____	_____
	Process & scoping	_____	_____

# SKILLS MAP



# STRENGTHS, WEAKNESSES & NEVER DONE

STRENGTHS	WEAKNESSES	NEVER DONE
PRACTICE	PRACTICE	PRACTICE
STRATEGY	STRATEGY	STRATEGY
PEOPLE	PEOPLE	PEOPLE
BUSINESS	BUSINESS	BUSINESS

## LIST OF TOPICS

### Strategy

- UX Strategy for a product or service
- Design team strategy
- Digital strategy
- Design maturity models
- Strategic thinking
- Strategic work

### Practice

- ResearchOps
- DesignOps
- Quality vs. velocity
- Project leadership
- Creative direction
- Scoping
- Allocation
- Teaching
- Skills development
- Methods development and documentation UX sub-disciplines (Research, IA, Content, Interaction design, Service design, CX)

### Business

- Financial
- Managing budgets
- Stakeholder management
- Speak business language
- Business value
- Selling projects or work
- Metrics and value
- Proposals and business cases

### People

- Coach and mentor people
- Develop people's skills and careers
- Review and critique work
- Recruitment
- Grow a team
- Lead a team of specialists
- Developing a plan for the expansion of the team based on predicted and existing work
- Stakeholder management
- Manage up
- Manage across

# THREE ROLES YOU LOVED

	ROLE 1	ROLE 2	ROLE 3
1. Why did you enjoy this work?			
2. What was your impact on the role?			
3. What aspects of this role would you like to pursue in your career?			

# MOCK INTERVIEWS

Role name:

Date:

Actual title:

Organisation and industries:

Primary responsibilities:

On-the-side responsibilities

Work closely with

Impact

Industry | Main service | Technology

Role name:

Date:

Actual title:

Organisation and industries:

Primary responsibilities:

On-the-side responsibilities

Work closely with

Impact

Industry | Main service | Technology

# CAREER ASPIRATIONS

## IMAGINE

In this exercise, draw or write out your secret longings for your career. Be specific and think of career options you would consider if there were no skill, money, location, health or family constraints.

## ANALYSE YOUR ASPIRATIONS

Are they reasonable?

Could you do them if you consciously chose to pursue them?

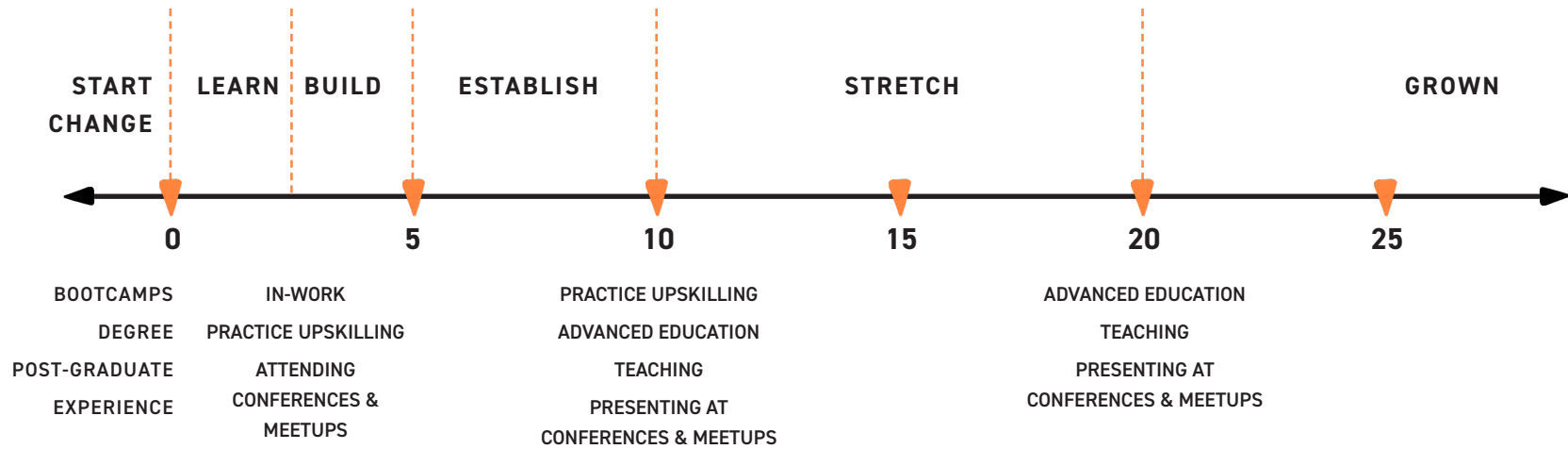
What do those aspirations reveal about yourself?

What do they tell you about what you value about people, projects, technology and yourself?

DRAW OR WRITE HERE



# EDUCATION



## REVIEW YOUR EDUCATION

What education have you done that supports your career?

Where do you think further education would support your career moving forward?

What can you teach?

# STAKEHOLDER INTERVIEWS

## QUESTIONS FOR FAMILY & FRIENDS

What am I like after a long day at work?  
Do I switch off between work and family time?  
What effect are work demands having on me?  
Are those demands reasonable?  
What would you change about my work to help our family or friendship?

## QUESTIONS FOR CO-WORKERS

What do you like about working with me?  
What do you think I am particularly good at?  
What do you think I am bad at and should stop doing?  
What do you see as the best impact I have had in my role?  
What direction do you think I should go in?  
What strengths should I leverage?

# LIFE CONSTRAINTS

ASPECT

IMPACT

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HEALTH

---

FINANCES

---

BENEFITS

---

FAMILY  
OBLIGATIONS

---

LOCATION

# POSITIONING

ACTIONS

OUTCOME

DONE

SEEN

KNOWN



DONE



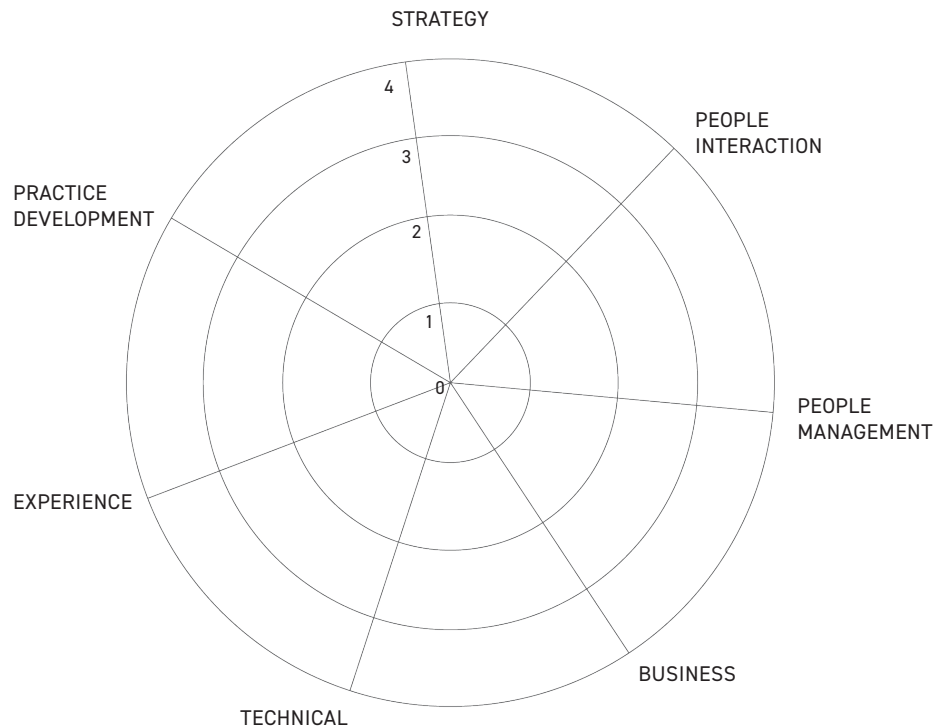
SEEN



KNOWN

# CAREER AUDIT OVERVIEW PART 1 OF 2

## SKILLS MAP



## SKILLS ASSESSMENT

EXPERIENCE

TECHNICAL SKILLS

PEOPLE INTERACTION

PRACTICE DEVELOPMENT

STRATEGY

PEOPLE MANAGEMENT

BUSINESS

# CAREER AUDIT OVERVIEW PART 2 OF 2



## STAKEHOLDER FEEDBACK

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- 1.
- 2.
- 3.



## POSITIONING

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CURRENT POSITIONING:



## LIFE CONSTRAINTS

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- EDUCATION
- FINANCIAL
- FAMILY
- HEALTH



## CAREER PATH OPPORTUNITIES

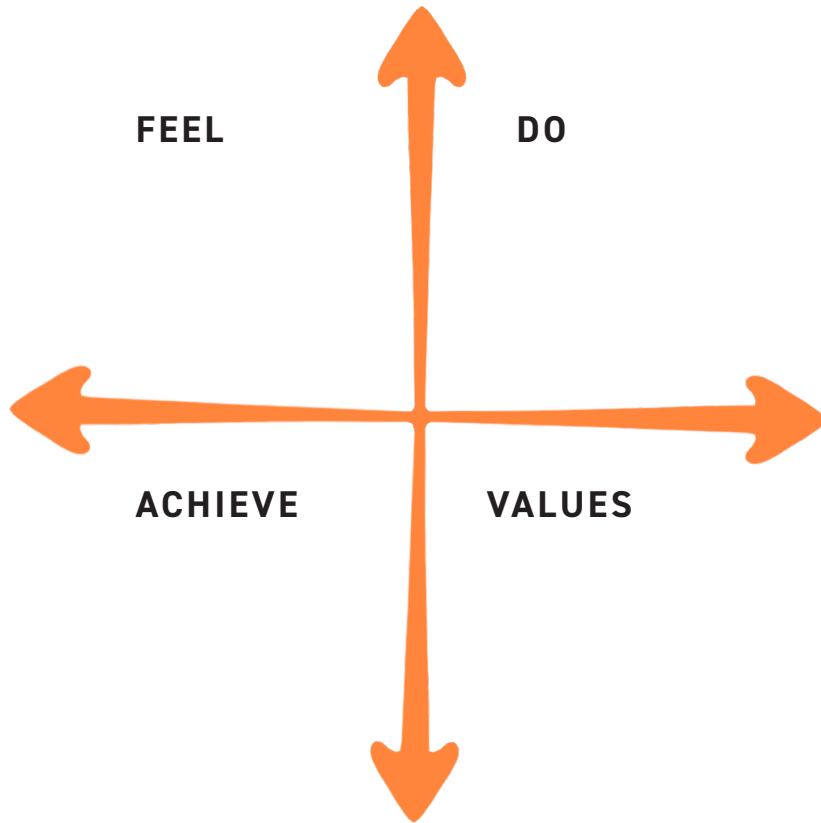
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- 1.
- 2.
- 3.

# **CAREER STRATEGY**

# **WORKSHEETS**

# VISION



Create a vision for your career based on the information above.

I want to [Do] to [Achieve] while [Feel] to match my values of [Values]

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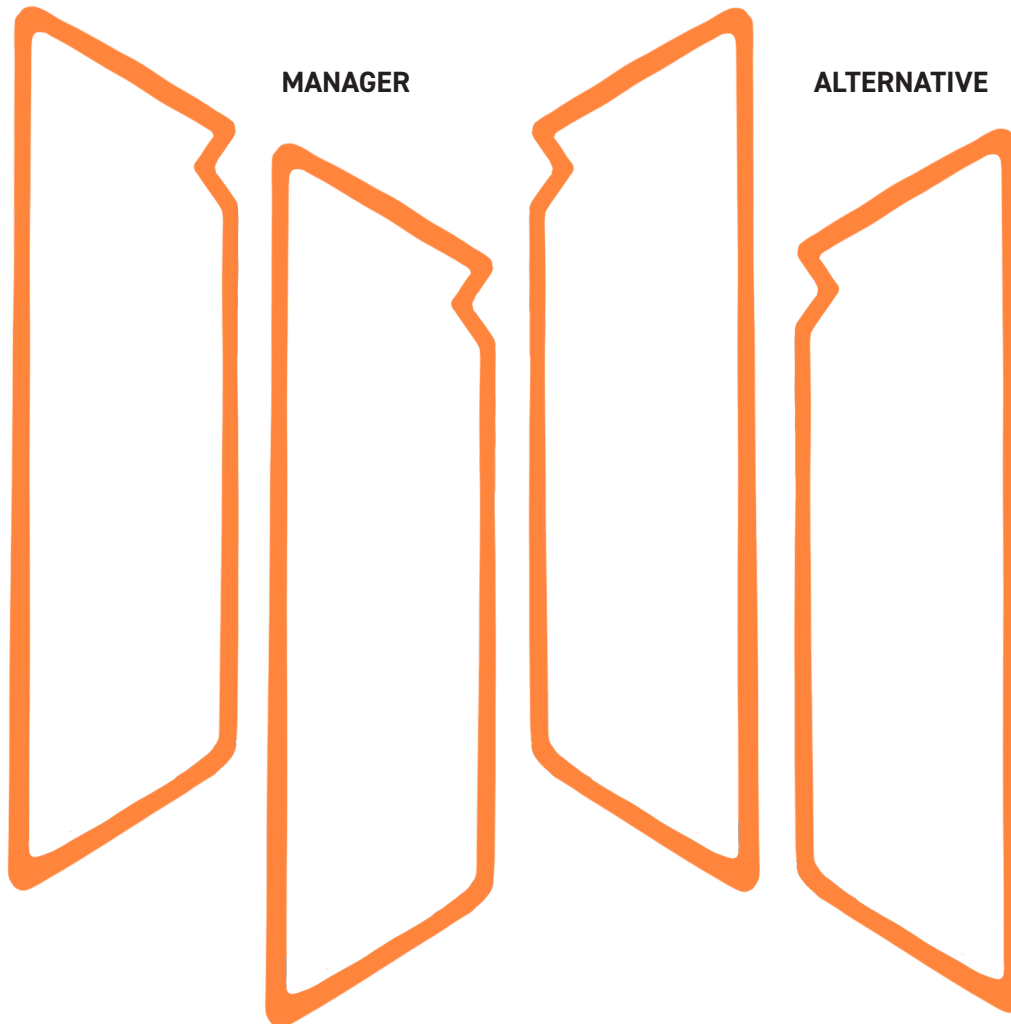
# DIRECTIONS

**PRACTITIONER**

**CONSULTANT**

**MANAGER**

**ALTERNATIVE**

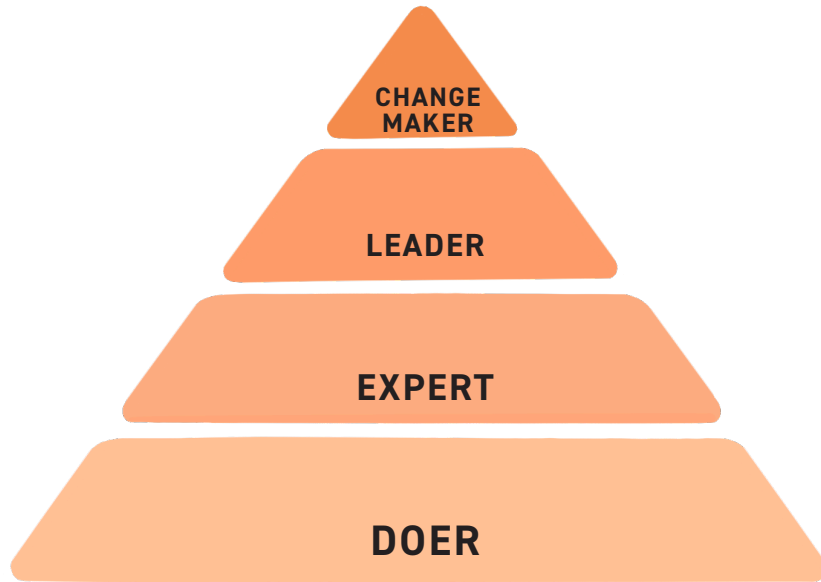


# IMPACT

For each direction, do an impact assessment.

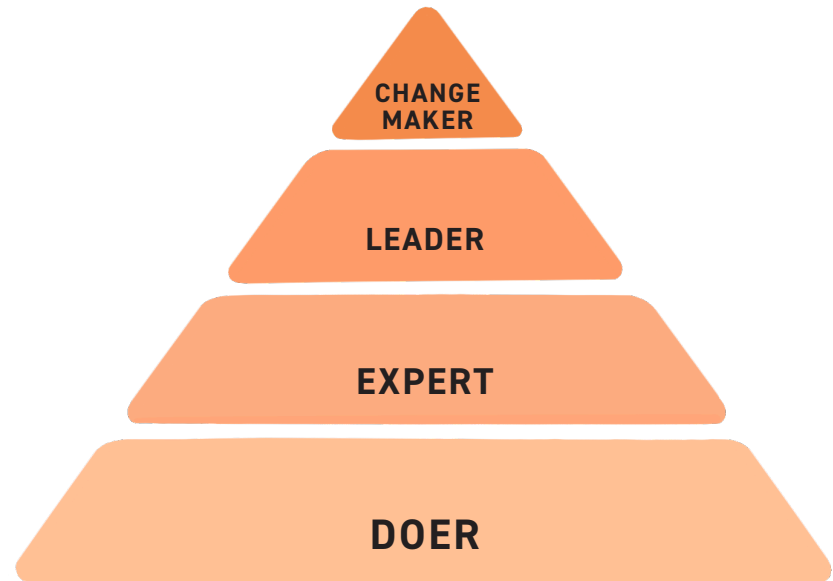
- Is the role a Doer, Expert, Leader or Changemaker role?
- What are you capable of doing?
- What type of impact will suit your life?

DIRECTION \_\_\_



@Jane Benston

DIRECTION \_\_\_



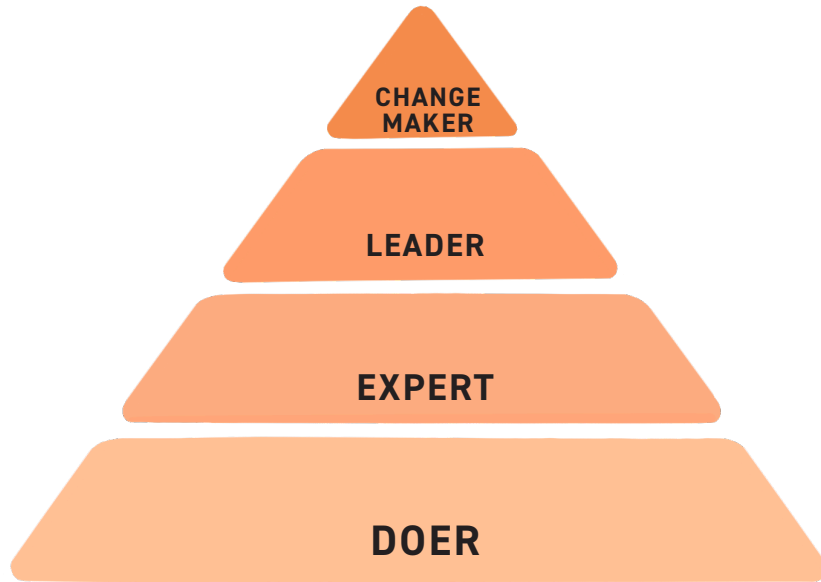
@Jane Benston

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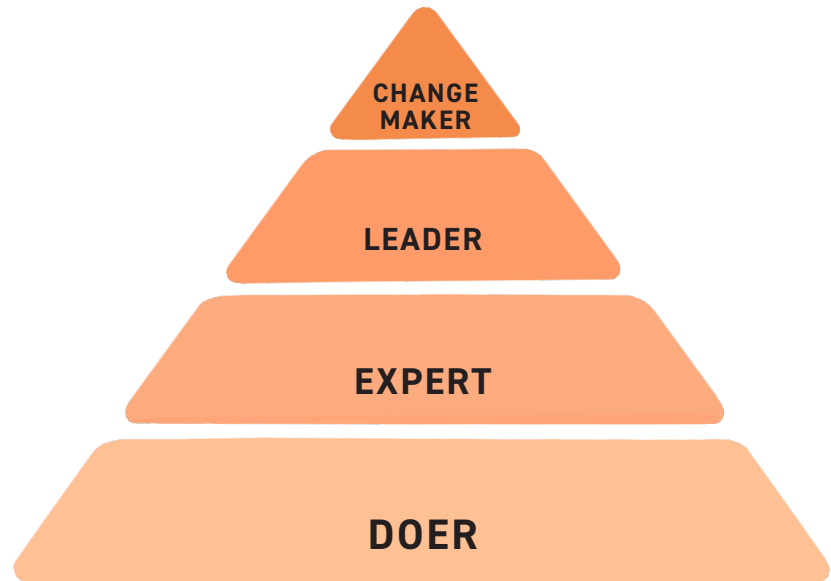
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- What are you capable of doing?
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DIRECTION \_\_\_



@Jane Benston

DIRECTION \_\_\_



@Jane Benston

# POSITIONING

ACTIONS	OUTCOME
<hr/>	
DONE	
<hr/>	
SEEN	
<hr/>	
KNOWN	



DONE



SEEN



KNOWN

# NETWORKING

List 15 people who would be willing to talk to you, answer an email or have a video call, and talk about your vision and direction. If you can explain what you aim to do succinctly and with clarity, people will be willing to help.

Then make appointments and start the process.

NAME	RELATIONSHIP	WHAT YOU WILL ASK THEM
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

# 90-DAY PLAN

**DIRECTION:**

**GOALS:**

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**CORE THEMES**

**KPIs**

**KPAs**

**MONTH 1**

**MONTH 2**

**MONTH 3**

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**FOCUS**

**FOCUS**

**FOCUS**

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**SUCCESS**

**SUCCESS**

**SUCCESS**

# CAREER STRATEGY OVERVIEW



**VISION**



**DECISION**



**DIRECTIONS**



**PATH FORWARD**



**IMPACT**

POSITION

NETWORK

PLAN



@Jane Benston