



## Talkabout work

### **What do you talk about in work?**

You have lots of conversations in work. They may range from casual chats with colleagues to more businesslike discussions with managers. But it's usually easier to talk about everything else rather than where your career – and your life – are going. Even formal appraisals or reviews tend mainly to look back rather than forward. What rarely gets talked about is what really matters most – you and your future in work.

Talkabout is a workbook containing a variety of activities and prompts to help you do this.







### **Remember your last discussion about work?**

"What discussion? It's so long ago, I can't remember"

"It was good – a useful discussion about what has happened, though nothing about the future"

"It was a waste of time. Lots of talk and paperwork – but no results"

"It was a nightmare – all they did was focus on the negatives and I didn't trust anything they said"

"I felt valued and motivated – it was great getting positive feedback"

# Talkabout introduction

Remember that all sorts of things will affect your opinion about any discussions. It may depend on how you see your work (as a prison sentence – or a party?), how you feel about your line manager, the firm's culture or any recent changes.

## The next discussion could be better!

Whatever your view of work discussions and formal or informal reviews, you can still make future ones a lot more useful.

This Talkabout booklet guides you through a simple interactive process to ensure such discussions help you get what you want from your work.

## Opportunities are everywhere

You don't have to wait for that end-of-year review either. Even the most casual discussions can be useful once you understand how to use them.

And such moments are always around if you're alert to the possibilities. That corridor chat, shared lunch table or brief taxi journey can all become valuable opportunities to focus on you and your future if you go about it in the right way.

## What are the benefits?

Talkabout will help you to:

- > Prepare for future discussions
- > Make the most of those discussions
- > Understand what gives you job satisfaction
- > Identify what you can offer your organisation
- > Feel more confident and proactive for the future
- > Find ways of improving your work-life balance



"Being prepared helped me to feel part of the discussion rather than feeling it was something I wasn't part of"

## Using this booklet

This Talkabout booklet contains activities to identify:

- > The skills you enjoy, are good at and need to develop further
- > The payoffs that are important to you
- > What motivates you
- > How all of this can have an impact on your organisation
- > What ideas you want to talk about

It also includes :

- > Hints and tips to make the most of the process
- > Your own Talkabout Plan for use in discussion
- > Optional exercises to look at life outside of work

Use this booklet as you want... if you need extra space write your ideas on blank sheets of paper.

## Look out for...



YOU WILL SEE this symbol when you need to do an exercise and write in this booklet.



YOU WILL SEE these symbols when you're asked to think of actions to take. The windmill stands for ways of making things happen in your working life. The wall stands for the barriers you may need to beat to do this.



Windmills and walls refer to a key concept of Windmills, which has helped thousands of people achieve more fulfilled working lives. They refer to the contrasting ways in which people react to winds of change. Some resist by building walls while others 'build windmills' – ie: use the power of these forces to drive their lives and careers forwards.



YOU WILL FIND your detachable Talkabout Plan in the centre of this booklet. Return to this detachable plan after completing the whole booklet



YOU WILL SEE this WLPG symbol in the optional Thinkabout sections which ask you to think about how your ideas might be applied away from work. WLPG stands for Working, Learning, Playing and Giving and refers to a structured programme that helps people achieve a better work-life balance. It's all about blending your work with your leisure activities, the learning you do, the fun you have and the things you put back into life.

**WORKING** is what you do for a living. It may be full or part-time and range from traditional employment to working for yourself or developing a portfolio career.

**LEARNING** is every experience that develops you – from formal training or studying for qualifications to the lessons we all learn as we go through life.

**PLAYING** is what relaxes you and makes life fun... such as people you love, interests you follow or things that make you laugh. Sometimes even work can be play!

**GIVING** is what you put back into life. It's more about giving yourself rather than money – as in supporting family or friends, being a good friend or sharing your experiences.

You can find out more about this process inside the back cover of this booklet.



# Talkabout skills

Ok, let's start preparing for that next work discussion. The first step is to find out what skills you enjoy or love using most, and from these which ones you feel you are good at, or need to develop further.

## Recognise your skills

1. Place a ✓ in the first column to indicate those skills you **enjoy** or love using most in work.
2. Go back and review the skills you've ticked as 'enjoy'. Then use the last two columns to tick the ones you are either: **good at** or **need to develop further**. What evidence could you use to prove this?

The skills can be interpreted in any way you like and it may also be helpful to think about some of your most satisfying moments at work over the past 12 months, or even longer.

		ENJOY	GOOD AT	DEVELOP
<b>PEOPLE SKILLS</b>	<b>RELATING</b>			
	Creating rapport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Building relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Valuing others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>COMMUNICATING</b>			
	Presenting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Listening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Liaising	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>HELPING</b>			
	Supporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Volunteering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sharing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>EMPOWERING</b>			
	Encouraging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Developing others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Inspiring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>MANAGING</b>			
	Realising potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Optimising	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Co-ordinating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>UNDERSTANDING</b>			
	Having perspective	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Empathising	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Valuing differences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>TEAMWORKING</b>			
	Working collectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sharing skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Balancing interests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PROCESSING SKILLS</b>	<b>PROCESSING</b>			
	Carrying out procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Following instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Working structurally and systematically	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>ADMINISTERING</b>			
	Overseeing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Delivering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>MAINTAINING</b>			
	Controlling quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Managing information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Updating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>COMPUTING</b>			
	Utilising up-to-date IT packages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Technical IT skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Setting up IT systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>WORDS &amp; PICTURES</b>				
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Drawing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Translating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>REVIEWING</b>				
Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evaluating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Action planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>FINANCES</b>				
Budgeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Accounting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Auditing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>ENTERPRISE SKILLS</b>	<b>LEADING</b>			
	Directing people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Planning and targets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Driving change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>NETWORKING</b>			
	Support community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Growing relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sharing your talents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>STRATEGISING</b>			
	Forecasting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Researching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Financial and business planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>SELLING</b>			
	Negotiating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Influencing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Following up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SELF-MANAGING</b>				
Motivating self	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Seizing opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Promoting self	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>CHAMPIONING</b>				
Advocating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pioneering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Promoting new ideas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>MARKETING</b>				
Assessing needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Generating possibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Enhancing profile	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



		ENJOY GOOD AT DEVELOP		
<b>PRACTICAL SKILLS</b>	<b>OPERATING</b>			
	Precision working	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Using machinery	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Using multi-media	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<b>CO-ORDINATING</b>			
	Multi-tasking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Organising	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Delegating	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<b>SENSING</b>			
	Hearing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Seeing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Touching	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<b>FIXING</b>			
	Servicing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Repairing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Maintaining	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<b>WELL-BEING</b>			
	Exercising	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Relaxing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Thinking positively	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<b>PRODUCING</b>			
	Crafting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Making	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Constructing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<b>NURTURING</b>			
	Tending	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Growing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Fostering	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>EXPLORING SKILLS</b>	<b>EXPLORING</b>			
	Investigating	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Identifying possibilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Generating alternatives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<b>INTERVIEWING</b>			
	Questioning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Listening	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Selecting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<b>OBSERVING</b>			
	Assessing people	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Comparing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Learning from data	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<b>LEARNING</b>			
	Reflecting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Experimenting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Improving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<b>RESEARCHING</b>			
	Gathering information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Collecting and recording	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Drawing conclusions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<b>SOLVING PROBLEMS</b>			
	Analysing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Seeing patterns	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Developing solutions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<b>REALISING POTENTIAL</b>			
	Uncovering Personal strengths passions and purpose	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Seeking feedback	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Taking action	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>CREATIVE SKILLS</b>	<b>THINKING LATERALLY</b>			
	Taking fresh perspectives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Using intuition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Seeing new angles	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<b>DESIGNING</b>			
	New ideas into practice	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Developing products	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Drafting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<b>MEDIA</b>			
	Using multi-media creatively	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Exploiting different media	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Art and design	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<b>ADAPTING</b>			
	Enhancing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Translating	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Combining	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<b>CONNECTING</b>			
	Seeing links	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Synthesising	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Building on ideas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<b>CREATING</b>			
	Innovating	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Developing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Conceiving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<b>VISIONING</b>			
	Imagining the future	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Seeing the whole picture	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Turning failure into success	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Make more of those skills!

3. You've now identified the skills you enjoy or love using, plus those you are either good at or need to develop further.

Next think about how you can make more of these – and beat any barriers that might stop you.

### MAKE IT HAPPEN

*What could I do to make more use of the skills I enjoy and I'm good at?*

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*What could I do to improve the skills I've identified as needing further development?*

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### BEAT THE BARRIERS

*What's stopping me using the skills I enjoy and I'm good at – and how can I address this?*

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*What's stopping me improving the skills that need development – and how can I address this?*

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### Thinkabout...

It's not all about work! You may wish to consider the skills you enjoy outside work. Tick these skills and consider how you can bring them into work.

Alternatively look for more opportunities OUTSIDE work to use your skills.

"I now feel more energised about work. I also feel I can and do use the skills I enjoy and I'm good at in work whereas previously I thought this wasn't the case"

You'll be making more of these answers further on in the booklet.



# Talkabout payoffs

The next step in preparing for work discussions is to consider your payoffs – or rewards. You may not even have thought about what really matters to you about your role – everyone is different. It might be simply financial. It could be recognition, status, security – or even the satisfaction of seeing a job through. Some people work to live, others live to work. But we all make choices about what is important to us about our work.



## What do you really want from work?

1. Place a ✓ in the relevant box.

		NOT IMPORTANT	FAIRLY IMPORTANT	IMPORTANT	VERY IMPORTANT	ABSOLUTELY ESSENTIAL
AUTONOMY	Freedom to make my own decisions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Able to work autonomously	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Freedom from rules and constraints	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Able to define my own tasks and procedures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Independence in my role	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
STABILITY & SECURITY	A clearly mapped career path	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	A highly predictable role	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Long-term security and stability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Working in an established organisation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Regular predictable income and benefits	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ENTERPRISE	Creating new organisations, products and services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Involved in strategy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Involvement in something developed from my ideas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Producing things people associate with me	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Showing people I can create new opportunities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
SENSE OF PURPOSE	Providing a service to help others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Contributing to the wider community	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Dedicated to a specific cause	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Doing something of real value	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Making a difference in the world	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
BALANCED LIFESTYLE	Quality time for family and friends	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Flexible working hours and style (eg: work at home)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Getting fun from everything	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	No need to move home	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Time for pastimes, holidays and relaxing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
EXPERTISE & CHALLENGE	Developing a specialism to a high level of excellence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Being recognised as an expert in my field	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Opportunities to use my special skills and talents	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Solving complex problems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Regular challenges to stretch me	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
RECOGNITION	Being recognised for my achievements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Having a highly-paid job	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Being highly regarded by others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Strong work/social ties	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Respected social status	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
AUTHORITY & INFLUENCE	Taking major decisions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Moving up the organisational ladder	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Ability to influence, supervise, and lead people	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Contributing to the success of my organisation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Accountability for finances and resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

# Talkabout plan

Return to this detachable plan  
after completing the whole booklet

Please refer to page 16 for instructions on how to complete this plan

Date:

This is what you  
need to know  
about me...

### SKILLS

**A**

The skills that I enjoy and  
I'm good at are:

### PAYOFFS

**B**

What I want from work is:

### MOTIVATIONS

**C**

What motivates me in work is:

This is how  
I'd like to build on  
what I already do  
and develop my  
role further...

**D**

My areas for development are:

These are the organisation's priorities and expectations that overlap with either my skills, payoffs, motivators or areas for development...

**E**

This is where my aims and interests overlap with those of the organisation:

Thinking of your next conversation about work – your ideas, proposals or projects could relate to your main work priorities for the next 12 months or perhaps your short or long term career goals – there are NO right or wrong answers, simply suggestions and ideas for creating a win:win.

These are my ideas for creating a win-win...

**F**

My ideas/proposals /projects are:

**G**

The benefits to my organisation/manager(s) are:

**H**

What can I do to make it happen?

**I**

What support do I need?

# Your notes

## Get more out of your work

2. Now you have identified the payoffs you would like from work, consider the following:



## MAKE IT HAPPEN

What can I do to maintain these payoffs and/or make more of them?

[illegible]

## BEAT THE BARRIERS

*What's stopping me maintaining or making more of these payoffs and how do I address this?*

[illegible]

Thinkabout...

Are there opportunities outside of work to achieve more of your payoffs? Consider these and make a note of any actions you may wish to take.

"Gaining more insight into what is important to me has enabled me to identify how to achieve more of what I want in work"

You'll be making use of these answers further on in the booklet.

# Talkabout motivation

You've now done some hard thinking about your skills and the payoffs your job brings you. The next exercise focuses on what really interests and excites you about work. Wouldn't it be great if you could spend more work time doing the things that really motivate and enthuse you – the things that would make up an ideal day at work? Perhaps there are aspects of your work that you want to change? Your challenge is to build a list of all these things that really make you tick. These could relate to your job, your department or organisation or your field of work.

## What motivates me in work?

1. Use the questions below to stimulate your thinking. Only answer the ones that appeal to you.

When you've had a great day at work, what gave you that buzz?

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Look at your last review – what does this suggest about what motivates you at work?

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What work issues do you and your friends/colleagues get passionate about?

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What are you most proud of when you think of your contribution to work/your team?

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What aspects of other people's roles really interest you?

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What would you prefer to spend more time on in your current role?

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Don't worry if you found some of those questions tough – that's fine. You may find it useful to chat through this exercise with other people. It might be colleagues you trust, friends, your partner, your manager, the HR team – even a coach or mentor if you have one! This could help you come up with even more answers.

## Make the most of what motivates you!

2. Whatever answers you've come up with, consider the following:



## MAKE IT HAPPEN

How can I spend more time doing what motivates me?

[illegible]

## BEAT THE BARRIERS

*What's stopping me doing what motivates me? What do I need to do about this?*

[illegible]

## Thinkabout...

What are the things that really motivate you out of work – is there scope to create more opportunities for these? Consider these and make a note of any actions you may wish to take.

"I now see how work is connected to my passions and skills and as a result I'm more motivated to drive forward in work"

Further on in the booklet you'll soon be bringing together all your ideas for action.

## It's not just about you...

Your manager or colleagues are much more likely to listen to you if you can create a 'win-win' situation. The idea of a win-win suggests that it's not just about your needs or what you want from your job but also about what your employer or your organisation needs from you. When a win-win situation is created, both your own priorities and those of your organisation are met.



- What are my organisation's key priorities for moving forward?
- What ideas or projects are talked about most by the key people?
- What major challenges does the organisation face?
- What kind of skills and behaviour does it really value?
- What skills and behaviour can I offer – or do I need to develop – to make the most effective contribution?
- How has my role developed since I was recruited and what has been the impact of this on me and the organisation?
- How does the organisation measure my success?

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins or other markings on the paper.



**If you found it difficult answering those questions, you may need to:**

- > Look at your job description and identify minimum standards and key criteria for success
- > Find out about your organisation's priorities – from newsletters, website, strategy documents, business or operational plans
- > Talk to people who can tell you about those priorities – and the organisation's expectations
- > Talk to people you regard as successful and find out how they did it
- > Ask your line manager what they see as the hot topics or emerging priorities

"I feel I'm having a bigger impact in work and at the same time developing personally"

# Talkabout ideas

What you've done up to now may have given you some ideas about how to make more of your skills, your payoffs, what motivates you and what lets you create a win-win.

The next step is to review those ideas and draw up a practical plan for your next discussion – the detachable Talkabout plan in the centre of the booklet is provided for this purpose.

The Talkabout plan has two vital uses: It lets you turn your thoughts into a clear list of actions – and provides you with a simple prompt sheet you can take into a formal discussion or review.

You'll be using this plan throughout the next section so get it now. You may wish to make a photocopy before writing on it.

## What do your answers show?

1. Look back over your exercise answers and summarise:

- > The skills you enjoy and are good at (pg 6)
- > What you want from work (pg 10)
- > What motivates you in work (pg 12)

Write these in boxes A, B and C on your Talkabout plan.

2. What areas for development have emerged from your exercise answers? Write these in box D on your plan.

3. From the exercise on page 14, identify the priorities and expectations of your organisation that overlap with your:

- > Skills
- > Payoffs
- > Motivators
- > Areas for development

Write these down in box E on your plan.



"We covered a lot of ground and it's really made me think"

"I feel I have something I can work on to increase my motivation and inspire me"

"I found that when I was flexible with my managers, they were flexible with me"



## So what are your ideas?

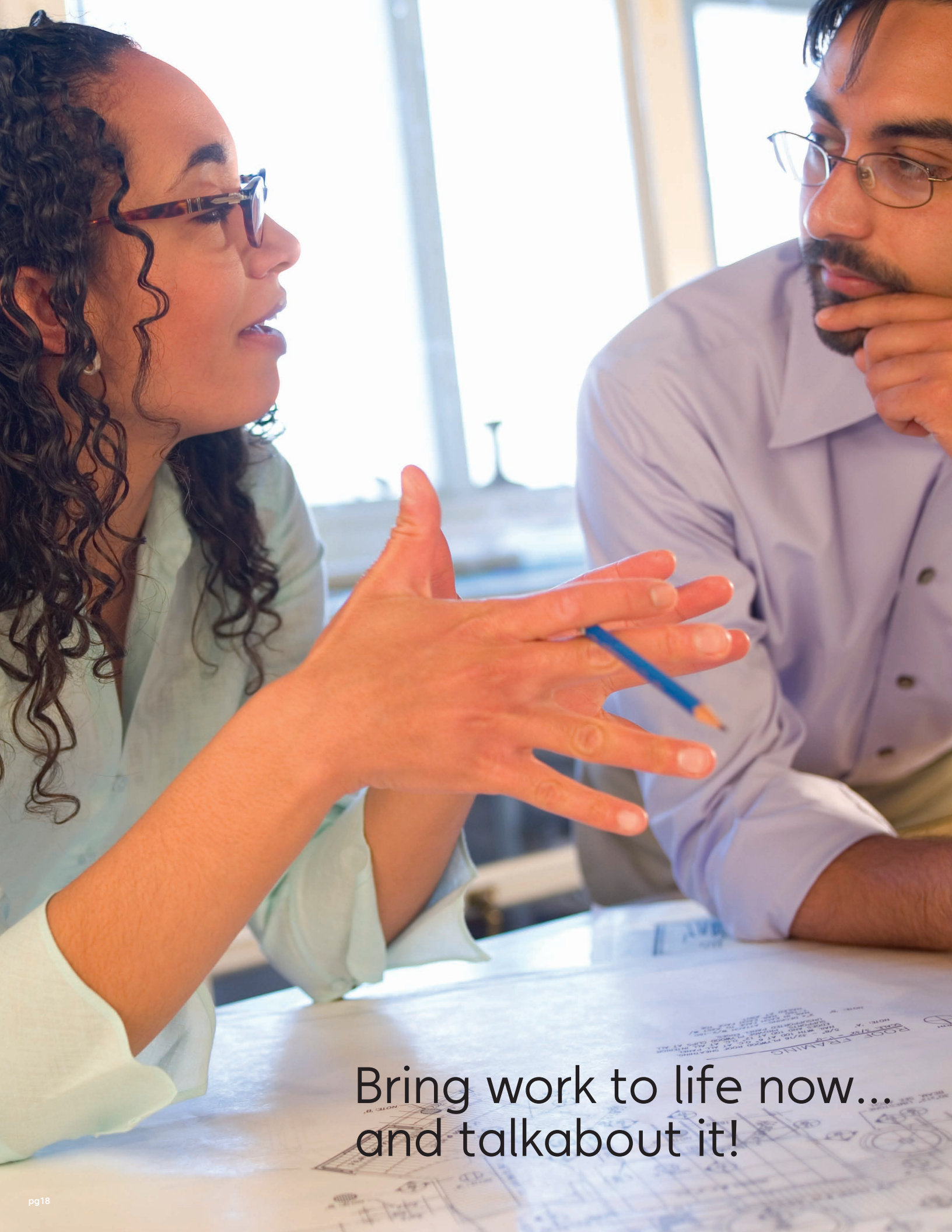
You now need to consider what you've written on your Talkabout plan so far. What are your answers suggesting? It may help to remind yourself of what you came up with when you considered your **Walls** and **Windmills** (refer to pages 8, 11 and 13) at the end of the exercises you completed.

With your next work conversation in mind, ask yourself:

- > What ideas, proposals or projects do you wish to suggest?  
Write your answer in box F

You are more likely to convince others about your ideas if you have asked yourself:

- > How will these ideas benefit both your organisation and manager(s)?  
Write your answer in box G
- > What can you do to make these ideas happen?  
Write your answer in box H
- > What support might you need to help you make your ideas happen?  
Write your answer in box I



Bring work to life now...  
and talkabout it!

# Talkabout making it happen

You've made a big effort in coming this far by creating your Talkabout Plan. The following tips will help you use it when the time comes to talk with your manager and/or others.

## THINK POSITIVELY

- > use your Talkabout plan to rehearse what you want to say
- > be confident about the discussion and focus on it being a big success

## LISTEN CAREFULLY

- > evaluate what is said and think what it means for you
- > ask questions to seek clarification and stimulate discussion

## STAY FLEXIBLE

- > put yourself in your manager's shoes. What matters to them?
- > be open to suggestions and comments. Remember a win-win may require give and take

## GET THINGS CLEAR

- > make sure you understand the feedback. And consider how you will respond.
- > be clear about any action that is needed, timescales and future review dates

## THINKABOUT THE NEXT STEP

- > consider how you are going to deliver what you have agreed
- > if you keep picturing your goals, lots of little things will add up to create the future you want

## AND KEEP TALKING

- > each discussion helps you to move forward
- > ***the more you talk about what you want, the more it starts to happen***



# Think about your life

## Do you live to work – or work to live?

By choosing to work through this booklet, you're helping to make the most of your discussions about work. How you feel about your work – and the priority you give it – varies greatly from person to person. As well as the daily routine of working, many of us are in fact learning, playing and giving at the same time.



Today a lot of people do divide their time between all four of these areas – and try to keep them balanced. But work usually dominates for most people and more time for one area means less for another.

Other individuals have decided to make less of a distinction between work and other areas of their life. Instead of just treating their working, learning, playing and giving as four separate areas, some people try and blend two – or even more of the four at the same time. They have focused on the impact that work has on their learning, playing and giving and also how they can bring their learning, playing and giving to work. The more they blend two, three or all four of these areas, the more fulfilled and enjoyable life becomes.



The example on the left shows an overlap between working and learning. You'll notice that playing also links into both. It suggests that this person's work provides many learning opportunities and that both the work and learning are a source of enjoyment. It also highlights that their work provides them with the opportunity of giving.

***How are you blending your working, learning, playing and giving?***



"WLPG has helped me become a lot more focused and get a better balance in a number of ways.

It's made me think how I can play to my own strengths in work and get a better mix between my job, my life outside work and what I want to achieve"

*The Windmillsteam has developed WLPG as a structured programme to help people achieve a better work-life blend – see overleaf for contact details.*

# Talkabout

This booklet will help you get more out of your next work discussion. Whether it's a chat with a colleague or a review with your manager, this can be a valuable opportunity to shape your work. Talkabout guides you step by step through a simple interactive process to make the most of all future discussions.

It helps you produce a practical plan for getting what you want from your work by matching your own skills and motivation to the real needs of your organisation.

## Windmills

Windmills was developed through the specialist team's experience and includes a portfolio of job, career, work and life resources with tailored programmes and coaching support. The process has successfully been used with a range of clients including employees in private, public & voluntary sectors, women's groups, graduates and career & developments practitioners.

Windmills success has included increasing the capability of over 30,000 people worldwide, as a result of the team's internationally recognised track record in linking employability and career management with business and economic growth. Talkabout is part of a highly flexible range of programmes and resources which can be tailored to a wide variety of individuals and organisations.



[www.windmillsonline.co.uk](http://www.windmillsonline.co.uk)

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