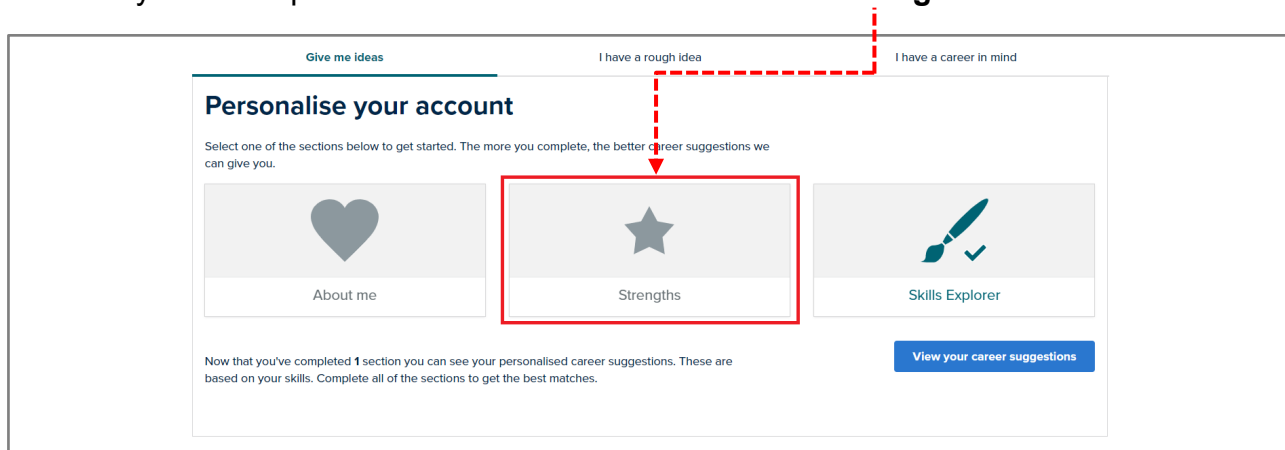


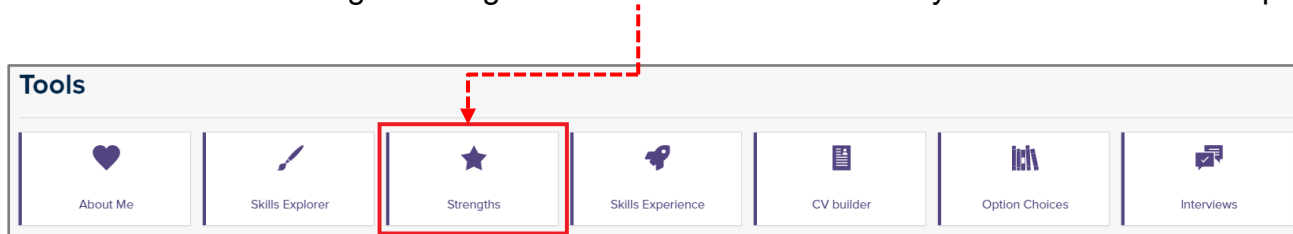
Strengths

The Strengths tool in the 'My career options' section of My Word of Work lets you find out more about the jobs that might suit you by understanding more about what you do well, what you do often and what you enjoy.

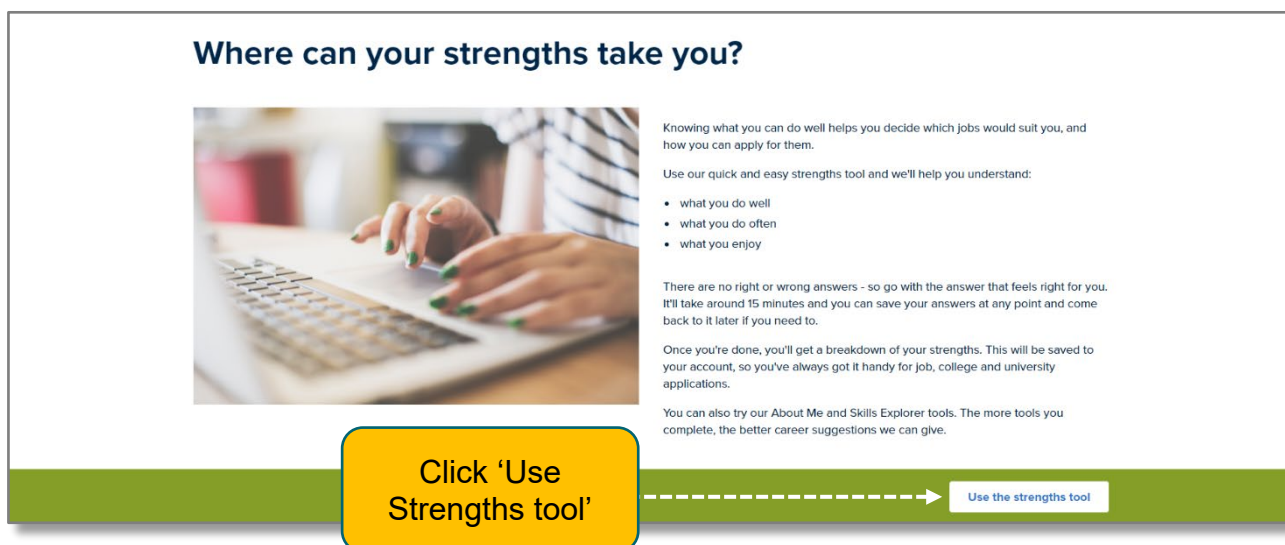
Go to the 'My Career Options' section of the site and click on '**Strengths**'.



You can also access 'Strengths' using the **shortcut** at the bottom of your Account overview page.



Click on the 'Use the strengths tool' button on the introductory page to start:

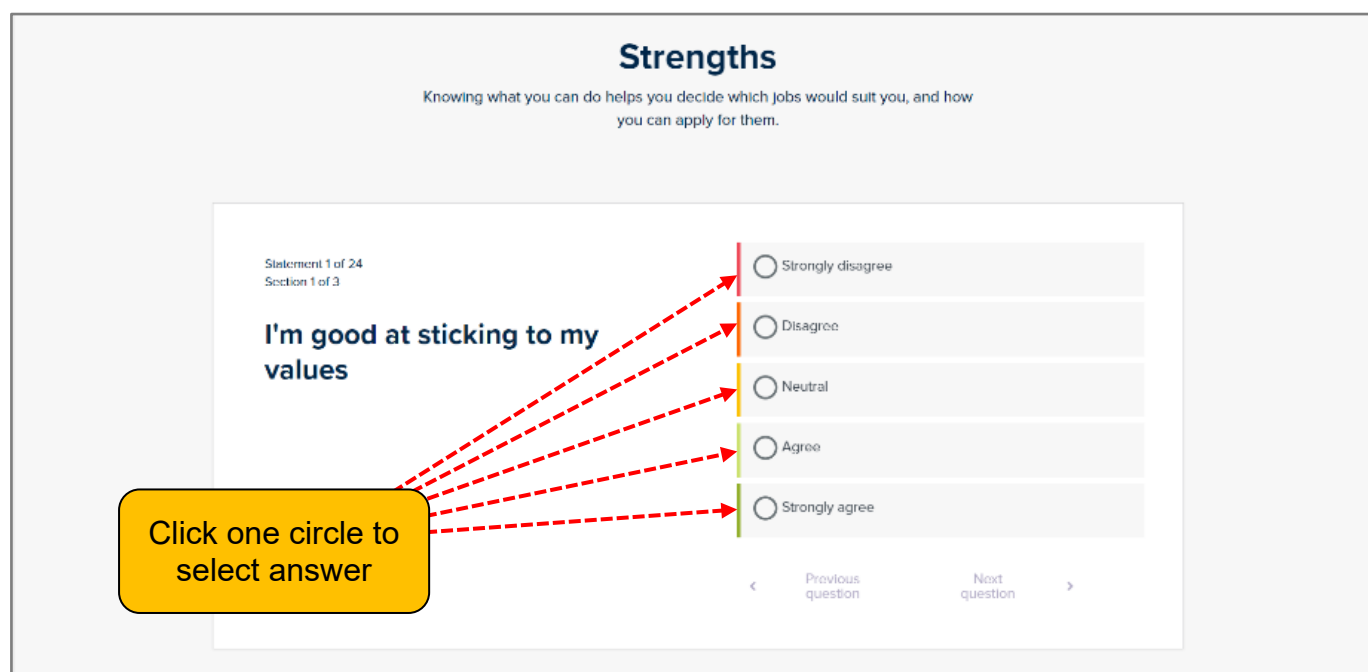


How to guides

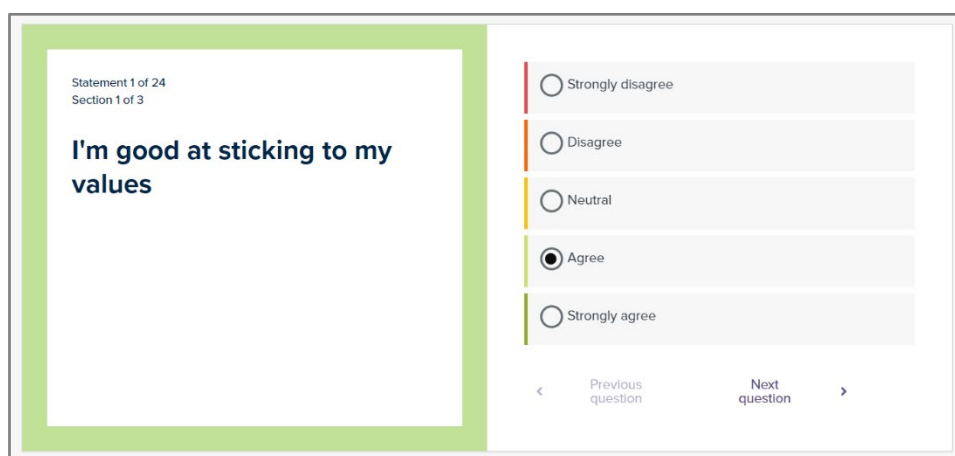
The first section asks about how well you do a variety of things. Click on 'Start':



The first question will be shown. Click on the circle beside the rating from 'strongly disagree' to 'strongly agree' that best represents your answer:



As you respond to each statement, it will briefly be outlined in the colour of your selected answer, then the next statement will be shown.



How to guides

If you want to change your response to a previous question, you can use the arrows below the ratings to go back and forward through the questions you have already answered:

The screenshot shows a survey interface. On the left, a box contains the text "Statement 5 of 24" and "Section 1 of 3" above the statement "I'm good at being well-organised". A yellow box labeled "Progress" has a red dashed arrow pointing to the progress text. On the right, there are five radio button options: "Strongly disagree", "Disagree", "Neutral", "Agree", and "Strongly agree". Below these is a red-bordered box containing "< Previous question" and "Next question >". A yellow box labeled "Previous & next questions" has two red dashed arrows pointing to the "Previous question" and "Next question" buttons.

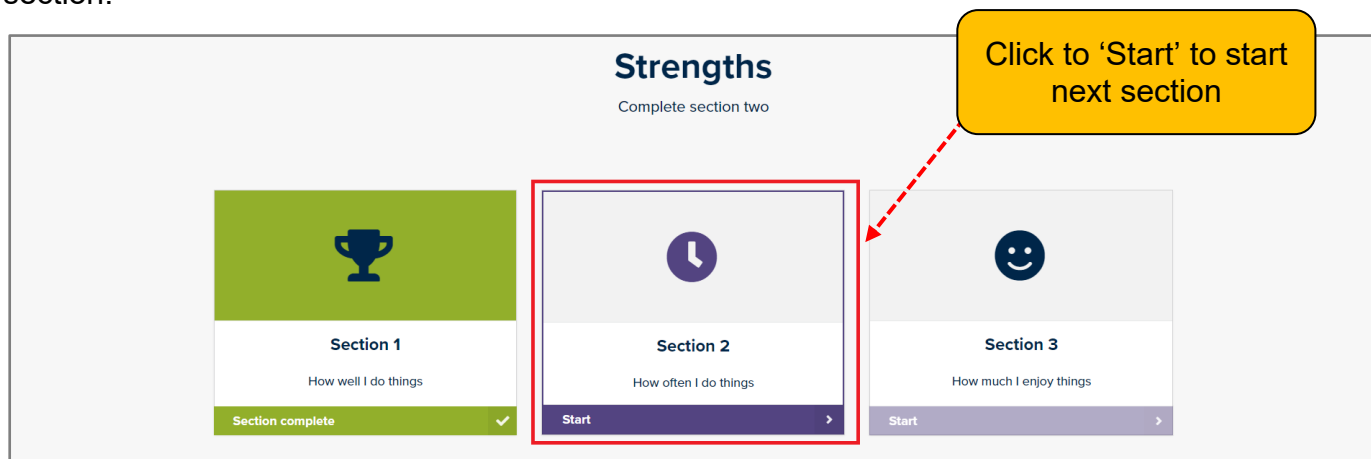
Your progress will be shown above each statement – e.g. 'Statement 5 of 24' in 'Section 1 of 3'

Click 'Complete section' to move on to each new section in sequence:

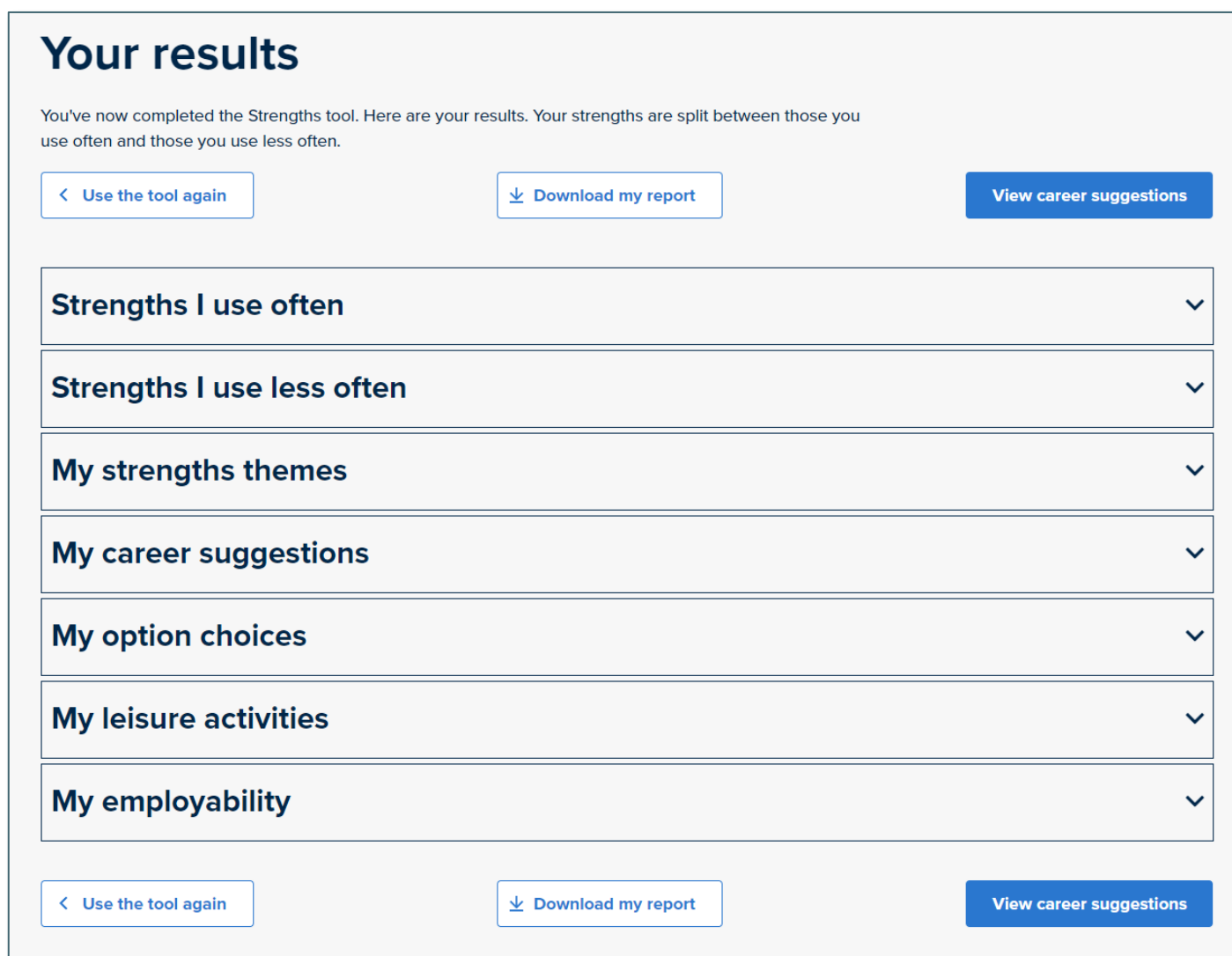
The screenshot shows a survey interface for the final statement. On the left, a box contains the text "Statement 24 of 24" and "Section 1 of 3" above the statement "I'm good at putting a lot of effort into my work". On the right, there are five radio button options: "Strongly disagree", "Disagree", "Neutral", "Agree", and "Strongly agree". The "Strongly agree" option is selected. Below these is a red-bordered box containing "< Previous question" and a blue button labeled "Complete section" with a hand cursor icon. A yellow box with the text "Click to 'Complete section' to move on to next section" has a red dashed arrow pointing to the "Complete section" button.

How to guides

There is no option to 'Save and exit', as your progress automatically saves at the end of each section.



After completing all three sections, you will be shown your results page.



How to guides

The arrows to the right of each section lets you open and close each section to review all your results.

Click on the arrow to open and close each section

Your results

You've now completed the Strengths tool. Here are your results. Your strengths are split between those you use often and those you use less often.

< Use the tool again

Download my report

View career suggestions

Strengths I use often

Strengths I use less often

My strengths themes

My career suggestions

My option choices

My leisure activities

My employability

< Use the tool again

Download my report

View career suggestions

How to guides

The first things to note are your ‘Strengths I Use Often’ together with their explanations,

Strengths I use often

These are the things I do well, enjoy and get to do often.

Problem Solver
You get a buzz from solving problems, the more difficult the better. It might be how to raise the money you need for a new mobile phone, how to get to the next level on your video game, or what to do for your friend who needs your help with a difficult situation. You'll always find a way. You'll think to yourself, "Every problem has a solution - and I'll find it."

Writer
You love to write. Whether you're updating your status online, creating a short story to pass the time, or putting together articles for your school or college magazine, you enjoy the experience. You find yourself writing at all sorts of times and in all sorts of places. As you do, you might find yourself thinking, "I love writing."

Responsible
You pride yourself on keeping your promises and doing what you've said you'll do. Being responsible is at the heart of who you are. Whether it's keeping a promise to a friend or delivering your work on time, you'll do it. "You can count on me" is something you are likely to say.

Creativity
Creativity is at the heart of everything you do. You can't help but come up with new ideas, whether it's how you dress or how you style your hair.

Improver
You're always looking for ways of improving yourself. You will often find yourself giving yourself a go.

and ‘Strengths I use Less Often’

Strengths I use often

Strengths I use less often

These are the things I do well and enjoy, but get to do less often.

Organiser
You like being well-organised. For you, everything has its place. Your order and organisation mean that you are effective in what you do. You know where things are and what to do when. Look for situations where having things organised in advance will really matter.

Detail
You have a natural talent for focusing on the smallest detail, mistakes just seem to jump out at you. You could be reading a magazine and spot an error, or notice that you've been given the wrong change. Look for opportunities to use this strength more. In your group of friends, you're the one most likely to be asked to look after all the arrangements to make sure they are right. It's what you do best.

Hard Worker
You can be a hard worker, putting effort and energy into your work. You tend to put in extra hours and are capable of working longer than other people may be. Look for opportunities to show how your hard work can make a difference.

Persuasion
You have a natural talent for persuading others. You can convince friends to watch a film that you want to see, or to eat out at your favourite place. You can develop this strength by looking for opportunities where you can practice persuading others to agree with your choices. You'll find you are a natural.

My strengths themes

My career suggestions

How to guides

then your Strengths '**Themes**'.

Strengths I use often	▼
Strengths I use less often	▼
My strengths themes	▲
<div><div>Thinking</div><div>You're a thinker, which means that working out problems, being organised and knowing what to do about things comes naturally to you.</div></div> <div><div>Communicating</div><div>You're a natural communicator, which means that a focus on speaking, listening and giving feedback to others comes easily to you.</div></div>	
My career suggestions	▼
My option choices	▼
My leisure activities	▼
My employability	▼

The sections shown under the 'My strengths themes' heading may vary depending on your role within the site. Each section will provide suggestions under a different heading, related to your overall strengths themes.

How to guides

'My career suggestions', will show possible careers related to your strengths themes:

My career suggestions

Thinking

So, what types of courses or careers do people with a thinking strengths theme choose? Because you're good at thinking things through and enjoy the challenge of solving problems, you may be more suited to careers that involve design, law, mechanics, administration and IT, tradeswork (plumber, electrician, gas engineer, carpenter) accounting, science, engineering, psychology, research or computing.

Communicating

So, what types of courses or careers do people with a communicating strengths theme choose? Because you're good at communicating with others, you may be more suited to careers that involve communication such as being a journalist, translator, teacher, driving instructor, technical adviser, or working in areas like public relations, sales, travel/tourism and customer service.

'My option choices', will show possible options you might like to study related to your strengths themes:

My option choices

Thinking

With a thinking strengths theme what subjects might you take? Because you're good at thinking things through, you should consider subjects like maths, science, computing, administration and IT, engineering, business, accounting, psychology, politics and history.

Communicating

So, how might a communicating strengths theme help you choose the subjects you take? Because you're good at communicating with others, you should consider subjects like languages, art and design, dance, drama, music, computing, travel and tourism, and graphic communication.

'My leisure activities' will show how your strengths themes might suggest leisure activities:

My leisure activities

Thinking

In your spare time, with a thinking strengths theme, you might enjoy leisure activities such as reading, chess, card games, computer games, puzzles, photography, fashion and painting.

Communicating

In your spare time, with a communicating strengths theme, you might enjoy leisure activities such as writing for your college paper/website or writing short stories, joining a local debating team, blogging, doing crosswords, going to movies and socialising with friends.

'My employability' shows how your results can be interpreted in terms of overall employability:

My employability



Employability is all about being 'work ready' – it helps you to secure a great job and succeed at work. There are six different aspects to your employability, indicating to employers how well you are likely to fit in with your new team, take on responsibility, manage yourself and quickly perform well. Here you can explore your current and future level of employability, based on your responses to the strengths tool assessment.

Self-Management

You manage your time well. You're normally punctual and prepared. Good planning usually helps you get your work done on time. You regularly take responsibility for managing how well you're doing and what you want to achieve in the future. You know when to ask for help and you rarely give up when things get difficult. Find people who you can ask for feedback and advice.

Problem Solving

When it comes to solving problems, you generally look at the situation and the facts to help understand the cause. You tend to explore possible solutions before coming to a decision. Maximise this further by ensuring that you evaluate your solutions each time. What worked well? What didn't go so well? What will you do differently next time?

Entrepreneurship and Enterprise

You can be an enterprising person. You may use your initiative and identify different and better ways of doing things. You often understand the bigger picture and are willing to take some risks to achieve better results. Think about how you can develop your confidence and learn new ways of getting your ideas off the ground. Identify a more experienced mentor who you can talk to about your ideas.

Positive Attitude

You're usually a positive person with a 'can do' approach. You generally like making things happen. You often take part in group activities and contribute to achieving goals. You express your ideas and opinions with others and ensure tasks are finished on time. To make the most of your drive to make things happen, be open to new ideas.

Teamworking

You're a team player. You're likely to build good relationships with others and you're likely to take part in team discussions. You're good at listening, persuading and negotiating and respect the role of each team member. Teams come in different shapes and sizes. Improve your teamworking approach by watching the people who do best in a team. Explore what you can learn from them.

Business and Customer Awareness

You understand business and what good customer service is. In a work situation you're likely to understand what success means for the business. You have some understanding of how your job contributes to the organisation's overall goals. You're likely to put yourself in other people's shoes, including colleagues and customers. Fast-track this understanding by identifying people who can help you build your knowledge of business and customers.

How to guides

You can click on 'Download my report' if you want to keep a copy of your report. You can also click the 'View career suggestions' button to see careers that might suit you, based on your strengths.

Your results

You've now completed the Strengths tool. Here are your results. Your strengths are split between those you use often and those you use less often.

[< Use the tool again](#)

[Download my report](#)

[View career suggestions](#)

Strengths I use often

Strengths I use less often

My strengths themes

My career suggestions

My option choices

My leisure activities

My employability

[< Use the tool again](#)

[Download my report](#)

[View career suggestions](#)

It's worthwhile using the tool on more than one occasion as your responses can change over time which will impact on your results.