

Using the My World of Work Strengths tool Worksheet

Learning outcomes

This activity will help you to:

- ★ access information about strengths on My World of Work
- ★ access and complete the Strengths tool on My World of Work
- ★ understand how strengths relate to career options

Activity

Introduction

This activity will help you to identify and reflect on your strengths. Strengths are things you're naturally good at. Knowing your strengths can help you research careers, subjects or courses which bring out the best in you.

Activity on next page...

Instructions



Before you start

- ★ Make sure you have set up an account on My World of Work, www.myworldofwork.co.uk and sign in
- ★ If you do not have an account, click 'register' at the top right-hand side of the homepage. If you need help to do this, watch this [video](#) on how to register



Strengths activity

- ★ Select 'My career options' at the top of the page, click 'Go to section' and then click on [What are my strengths?](#)
- ★ Read through the article which will explain what strengths are and why they are important
- ★ Once you have done that, click 'Try the Strengths tool'
- ★ You can use the 'Strengths user guide' below to help you
- ★ You will be asked to complete three sections. Work your way through all the questions to find out your strengths
- ★ Once you have completed the quiz you will be shown your full results. You will find out about the strengths you use often, the strengths you use less often and your strengths themes
- ★ Your results will also detail some career suggestions, subject choices and leisure activities. In addition, you will find information about your employability level to help you become work ready
- ★ Do you agree with your results? Why not discuss your strengths results with others?



Research jobs related to your strengths

- ★ Once you have read through your results click on 'View your career suggestions'. Bookmark anything you find interesting

Activity on next page...



Top tips

- ★ You can access the Strengths tool in a range of ways, such as in your account overview, your To-do list or in My career options
- ★ Find out how your strengths help build your confidence:
www.myworldofwork.co.uk/my-career-options/how-your-strengths-help-you-build-confidence

Next

You can revisit the Strengths tool and reflect on your results in report.

You can continue to explore My World of Work and complete activities on your To-do list in your account.

Activity on next page...

Strengths - Guide

The Strengths tool in the “My Career Options” section of My World 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.

Note: the pictures in this guide show what My World of Work looks like on a computer screen. If you use a mobile device, for example your phone or a tablet, My World of Work will look different and things may be in different places on your screen.

Make sure you are signed in to your My World of Work account.

1. Click “Use the strengths tool” on the introductory page to start

Where can your strengths take you?



Knowing what you can do well helps you decide which jobs would suit you, and how you can apply for them.

Use our quick and easy strengths tool and we'll help you understand:

- what you do well
- what you do often
- what you enjoy

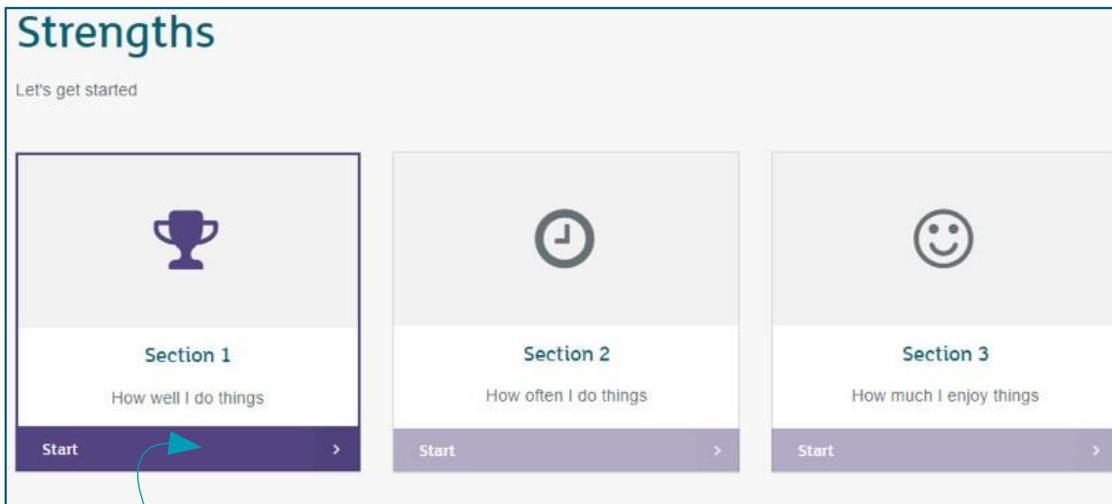
There are no right or wrong answers - so go with the answer that feels right for you. It'll take around 15 minutes and you can save your answers at any point and come back to it later if you need to.

Once you're done, you'll get a breakdown of your strengths. This will be saved to your account, so you've always got it handy for job, college and university applications.

[Use the strengths tool](#)

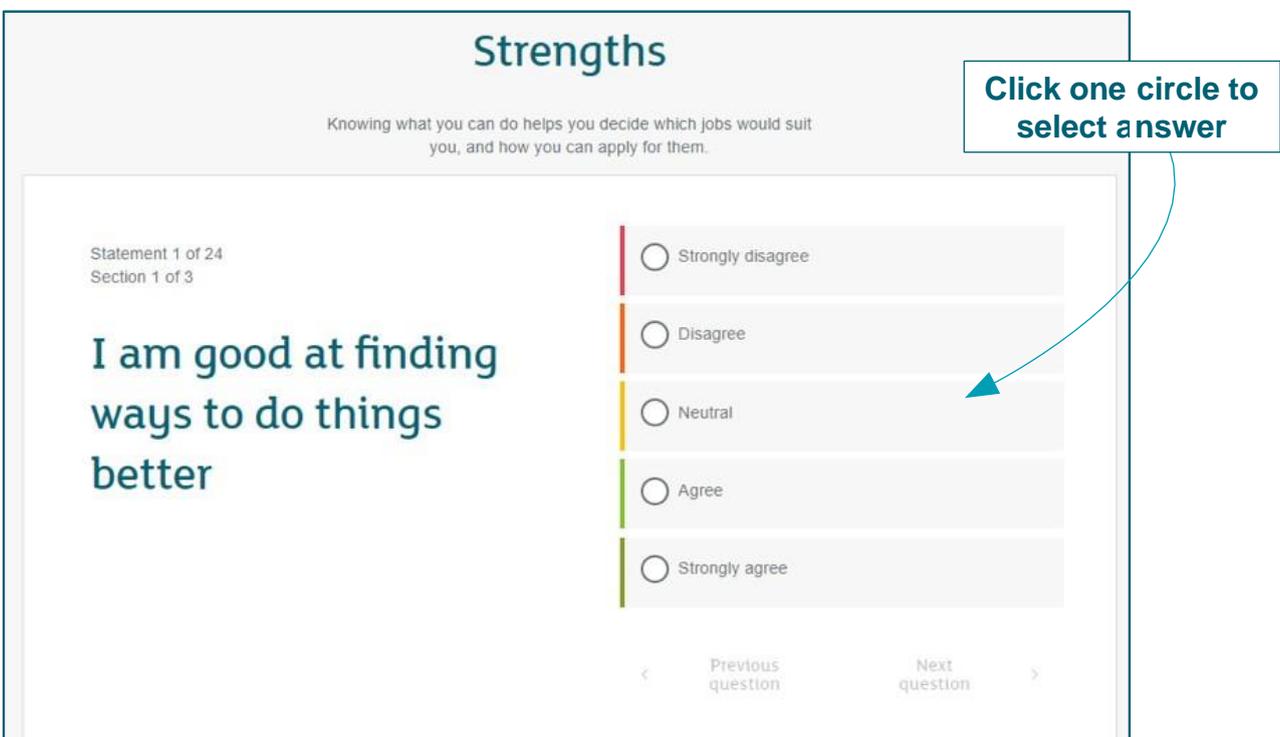
**Click to use
Strengths tool**

2. The first section asks about how well you do a variety of things. Click on “Start”
3. You can then start to work your way through the 3 sections



Click to start first section

The first statement will be shown. Click on the circle beside the rating from “Strongly disagree” to “Strongly agree” that best represents you.



4. Select the answer that best matches you
- ★ 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
- ★ Your progress will be shown above each statement – e.g. “Statement 3 of 24” in “Section 1 of 3”

Progress

Strengths

Knowing what you can do helps you decide which jobs would suit you, and how you can apply for them.

Statement 1 of 24
Section 1 of 3

I am good at finding ways to do things better

- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly agree

Previous questionNext question

Previous & next questions

5. Click “Complete section” to move on to each new section in sequence:

The screenshot shows the 'Strengths' assessment interface. At the top, it says 'Strengths' and 'Knowing what you can do helps you decide which jobs would suit you, and how you can apply for them.' Below this, there is a question box with the text 'Statement 24 of 24 Section 1 of 3' and 'I am good at explaining things to people'. To the right of the question box are five radio button options: 'Strongly disagree', 'Disagree', 'Neutral', 'Agree', and 'Strongly agree'. The 'Strongly agree' option is selected. At the bottom of the question box, there are two buttons: 'Previous question' and 'Complete section'. A blue arrow points from the 'Complete section' button to a callout box below the screenshot.

Click to complete section

6. Select the next section

The screenshot shows the 'Strengths' assessment interface with three sections. The first section, 'Section 1: How well I do things', is marked as 'Section complete' with a checkmark. The second section, 'Section 2: How often I do things', has a 'Start' button with a right arrow. The third section, 'Section 3: How much I enjoy things', also has a 'Start' button with a right arrow. A blue arrow points from the 'Start' button of Section 2 to a callout box below the screenshot.

Click to start next section

- As you progress your responses are automatically saved at the end of each section
- After completing all three sections, you will be shown your full results

The first things to note are your “Strengths I use often” together with their explanations,

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.

Want to start again?

Use the tool again



Download my report

View career suggestions

Strengths I use often

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



Prevention

You love to think ahead and identify problems before they happen. You notice the little things that might be out of place or going wrong. Then you take action to make sure the problems can't happen. You're most likely to say "We can stop that happening if we do this."



Orderly

You love to follow guidelines and do things step-by-step. You have a natural focus on taking the right approach and feel most comfortable completing tasks that have clear steps and stages. In a group you're the most likely to say, "Rules are there to be followed."



Competitive

and "Strengths I use less often"...

Strengths I use less often

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



Emotional Awareness

You're a good judge of people's emotions and feelings. You want to know how people are feeling. You have a keen eye and are a good listener. These help you pick up on subtle clues and messages that people give out. People's emotions are clear to you. Look for opportunities where this can really help you to understand other people.



Decision Maker

You're able to make good decisions quickly and easily. You enjoy assessing a situation and you're confident that you'll reach the right decision. Look out for opportunities where your decisions will really count.



Explainer

then your Strengths “Themes”.

My strengths themes

Thinking

You're a thinker, which means that working out problems, being organised and knowing what to do about things comes naturally to you.

Communicating

You're a natural communicator, which means that a focus on speaking, listening and giving feedback to others comes easily to you.

- ▶ My career suggestions
- ▶ My subject choices
- ▶ My leisure activities
- ▶ My employability

Want to start again? [Use the tool again](#)

[Download my report](#)

[View career suggestions](#)

- ★ You will also be provided with career suggestions, subject choices and leisure activities matched to your strengths. In addition, you will get results on your employability which looks at how job ready you are

7. Click on each title to open the section

My strengths themes

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- ▶ My employability

Click any title bar to open section

- ★ My career suggestions will show possible careers related to your strengths themes

▼ My career suggestions

Thinking	Communicating
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.	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 subject choices
▶ My leisure activities
▶ My employability

★ My subject choices will show possible subjects related to your strengths themes

▶ My career suggestions

▼ My subject choices

Thinking	Communicating
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.	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
▶ My employability

★ My leisure activities will suggest leisure activities matched to your strengths themes

▶ My career suggestions

▶ My subject choices

▼ My leisure activities

Thinking	Communicating
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.	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

- ★ My employability will show how your results can be interpreted in terms of overall employability and how job ready you are

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.

Positive Attitude [Help](#)

You can be a positive person with a 'can do' approach. There are times when you have the drive to make things happen. You sometimes take part in group activities and contribute to achieving goals. You will sometimes express your ideas and opinions with others. From time to time, you take the lead and ensure that tasks are finished on time. To do this more, try to find someone to help you as you build your knowledge and confidence.

Self-Management [Help](#)

You manage your time fairly well. You try to be punctual and prepared and you try to get your work done on time through good planning. You take some responsibility for managing how well you're doing and what you want to achieve in the future. You tend to know when to ask for help. You try not to give up when things get difficult. Employers are looking for self-starters who manage their own careers. To help you with this, identify others who do this well and ask them how they do it.

Teamworking [Help](#)

You can be a team player. You try and build good working relationships with others. You contribute to team discussions from time to time. To improve how you communicate and work with your team, start by building good relationships with each individual team member.

- ★ You can click on “Download my report” if you want to keep or share the report
- 8. Click “View career suggestions” to see careers that might suit you, based on your strengths

My strengths themes

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You're a thinker, which means that working out problems, being organised and knowing what to do about things comes naturally to you.

Communicating

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- ▶ My career suggestions
- ▶ My subject choices
- ▶ My leisure activities
- ▶ My employability

Want to start again? [Use the tool again](#)

[Download my report](#)

[View career suggestions](#)

Click to download report

Click to view career suggestions

- View the career suggestions matched to your strengths
- Click on any job profiles that you are interested in to find out more about them

Show results that match my...

About me Strengths Skills Explorer

[Edit my profile >](#)

Job profiles

65 results

- Air cabin crew**
Hospitality, catering and tourism
Look after airline passengers and make sure they are comfortable and safe during a flight.
- Airline customer service agent**
Hospitality, catering and tourism
Make sure that passengers and their luggage get on to the right aeroplane safely and on time.
- Airport information assistant**
Hospitality, catering and tourism
Give passengers in an airport accurate information about flights and services and clear directions so they can get to departure gates on time.
- Antique dealer**
Retail and customer services
Buy and sell beautiful old objects and furniture so that people can enjoy and re-use them.
- Art therapist**
Healthcare
Help people use art as a way to express themselves and come to terms with upsetting experiences and problems.

Industries

6 results

- Creative**
Got big ideas? Put them into practice by becoming a producer, a sound engineer, a designer... your horizons are as broad as your imagination.
- Energy**
Find your place in the energy industry – one of Scotland's biggest economic assets, and the source of countless exciting career options.
- Financial services**
This diverse industry offers jobs for everyone from accountants and bankers to IT staff and marketing officers. Could you be one of them?

[View all industries >](#)

Types of Modern Apprenticeship

8 results

- Childhood Practice**
Train to lead a team providing care and

Click job title to find out more

11. Bookmark any job profiles you want to save to your account

The screenshot shows a job profile page for 'Airport information assistant'. At the top right, there is a 'Bookmark' button with a bookmark icon. A red arrow points from a text box below to this button. The page includes a 'Career outlook for' section with statistics: Average UK salary of £27,560, 5,200 currently employed in Scotland, and a five-year job forecast of +5.43%. Below this are sections for 'What's it like?', 'Working conditions', and 'UK employment status'.

Metric	Value
Average UK salary	£27,560
Currently employed in Scotland	5,200
Five year job forecast	+5.43%

Employment Type	Percentage
Full-time	49%
Part-time	40%
Self-employed	11%

Click to bookmark job profile to account