



oakridge

FUTURES 

All about me – and my voyage...

This is a tool to help me to plan my future at work and elsewhere. It is my plan, my tool, and my future...

The world is changing fast. The world of work is totally different now to just a decade ago. It will continue to change. Increasingly I will need to take ownership of my work future. It will not just happen nor will others make it happen. It will be down to me. I make the future happen...

This tool will provide me with guidelines to enable me to think, plan, act, and measure my own development against my own plans. I will complete it online and as I fill in each section, a final “Futures” plan will emerge which can be downloaded for my own use...

I should take my time. It will be worth it...



Futures overview...

▶ Introduction to **FUTURES**...

▶ I want to offer...

▶ My organisation...

▶ They need from me...

▶ Test it out...

▶ Alignment meter...

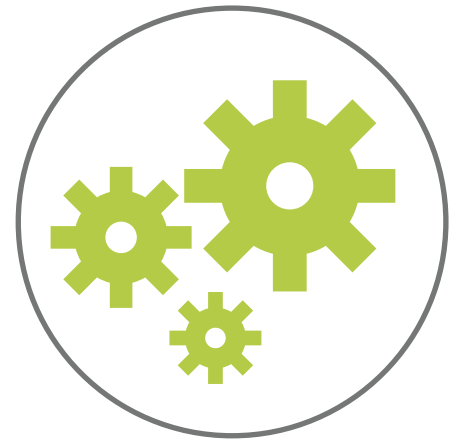
▶ Future-forward...

▶ Headline plan...

▶ My future life...

▶ Finding my voice...

▶ Keep going!...




I want to offer...

At the very heart of things, what **really** matters to me?

What am I really good at now that I want to continue to develop as my main signature strengths? **(Add 3 suggestions)**

What do I want to be really good at in the future?

What **one** obstacle holds me back at present that I would like to work on as a development area?



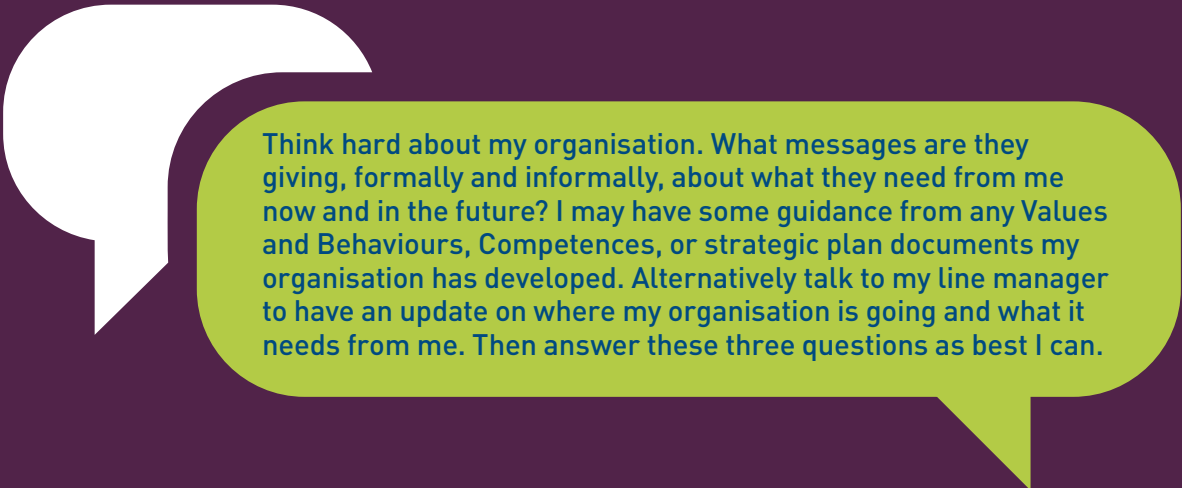
Above everything else, this is a programme about me - my values, aspirations, strengths and vulnerabilities. This will help me focus on my career.

My organisation...

In a couple of sentences what is the plan my organisation has for the future?

What are the values of my organisation?

What behaviours does it want from me?



Think hard about my organisation. What messages are they giving, formally and informally, about what they need from me now and in the future? I may have some guidance from any Values and Behaviours, Competences, or strategic plan documents my organisation has developed. Alternatively talk to my line manager to have an update on where my organisation is going and what it needs from me. Then answer these three questions as best I can.




They need from me...

As precisely as possible, what **three** things does my organisation need from me most of all?

What will it need from me in the future?

What opportunities do I see within my organisation for me in the future?



Now is the time to find out how others see me. The best way to do this is to have a direct conversation with them, preferably face to face. This is a very important stage in drawing up my plan so I should take my time. Make these probing conversations where I really ask people for their forthright comments.

Test it out with friends...

Have conversations with **three** personal friends, or family members. Ask them these three questions and note down their responses in the space provided...

What do I do really well?

What could they imagine me doing in the future?

What **one** area of improvement could I focus on?

In the light of the conversations I have held, do I need to change anything?

Test it out with work colleagues...

Now have conversations with **three** work colleagues, one of whom should be my line manager. Again, ask the same questions...

What do I do really well?

What could they imagine me doing in the future?

What **one** area of improvement could I focus on?

In the light of the conversations I have held, do I need to change anything?

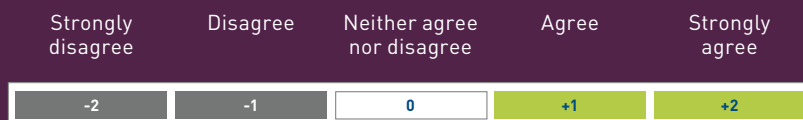


Alignment meter...

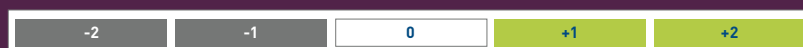
How aligned is what I want to offer to the Organisation's needs **now** and in the **future**? (Draw a circle around each individual score below)

Now...

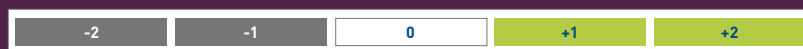
What I believe in and what my organisation believes is the same...



What I offer and what the organisation needs are a close match...



What I do has a real sense of purpose...



I have the space to work in the way I like...



My manager recognises my good work...

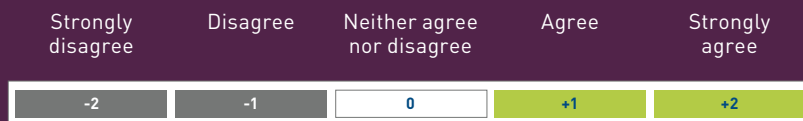


I am as ready for a change as my organisation...



In 3 years' time...

In the future what my organisation offers and what I want to be going are a close match...



In the future what I will be doing still will have a real sense of purpose...



In the future what I believe in and what my organisation believes still remains a good fit...



In the future I shall have the space to work in the way I like...



In the future I shall still be as ready for change as my organisation...



Add all my scores up from **now** and in the **future** and write the answer here, then check my results on the next page...

Submit results ►



Alignment meter results...

My score was between **22** and **8**...

I am already closely aligned, and can see that future alignment as continuing to be very strong. Great. I must enjoy the present. I shall keep an eye on things, of course, but really enjoy building my future. It lines up really well with what the organisation needs as well.

My score was between **7** and **-7**...

It is likely that I will benefit from focusing on my strong areas of agreement but also look at where I do not appear to be aligned. These may need my attention if I am going to reach my full potential.

My score was between **-8** and **-22**...

If my scores are this low then I need to think hard, talk to others, and make some decisions about my Future. I must remember, this is all about me so its in my interest to focus on my Futures plan and establish what I want to do about things.

Future-forward statements...

Add my statements here...



Its all about the Future and what I want it to be. This exercise asks me to put myself forward THREE years. What statements would I want people to be making about me then which they probably are not making now?

Actually imagine the statements. Hear them being said in that future space. What is it that people are saying about me?

(No more than three statements - it can be less)



Headline plan...

One commitment to build on one of my signature strengths

One commitment to develop a new skill or interest

One commitment to tackle head-on something that is holding me back



Look at all the work I have completed. Thoroughly review everything and then let it settle in my mind for a day or two. Do not rush into action. This is my future I am planning so take my time to revisit all my thinking.

When I am ready, and based on the work I have completed, the comments others have made, the future forward statements, I should make **THREE** commitments to my development. At the moment just make these as headline statements. No more, no less.

My Future life...

The headlines of my plan are written. Now I have to get into the detail. What exactly am I going to do to achieve my headline? My development will not simply happen, nor will it be down to others. I am the person who will need to take control. Others will help, but I need to take the lead.

A useful tool could be the **70:20:10** planner...

70% of development may be “on the job” experience and exposure to new challenges.

20% of development may be formal or informal coaching, mentoring, advice from others.

10% of development may be formal training or education, either within the workplace or in my locality or online.

It will help me to provide more detail for each of my three headlines on what I need to do and where I will find the resources to enable me to do this. Again, I can complete this by myself - but others could be useful and may have ideas which help.

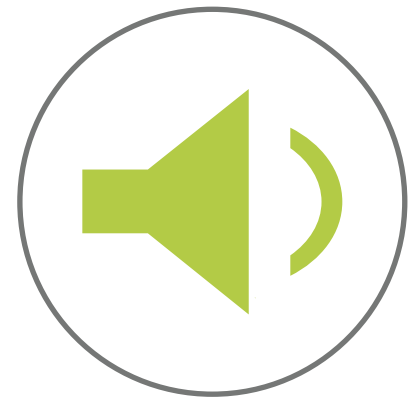
Try the **70:20:10** Planner in the next step. Make changes to the planner as I go along.

Headline Area	On the Job 70%	Coaching/advice 20%	Education/Training 10%
My signature strengths...	List opportunities now and in the future for using my signature strength.	Who can coach me to make the most of my strength? Who can I coach/advise?	How am I going to keep ahead/up to date? What more can I do to develop this area even further? What in-company opportunities are there? What online or out-company options?
Development of my new skill or interest...	List what and how I could develop my new skill “on the job”	Who could help me open up the opportunity? Who could give me good advice? Who would be a “buddy” to show me the way?	What is available in-company? What is available online or out of company? When? Where? Can I commit?
Tackling something head-on...	List what I can do to address the area head-on.	Who can give me good advice? Is there a good coach (formal or informal?)	What is available in-company? What is available online or out of company? When? Where? Can I commit?

My Future life - Workbook...








Finding my voice...

- ▶▶▶ Create a **'selfie video'** of myself (or stand in front of a mirror) making those three Future Forward Statements and committing myself to making it happen.
- ▶▶▶ Make an **appointment** with my line manager and go through my commitments. Give voice to what I want to offer. Gain support and if appropriate enter the plan as part of my ongoing development objectives. Tell them of my "Keep going!" appointments and schedule.
- ▶▶▶ Go to family and friends, especially those with whom I talked earlier, and **tell them my plan**. Ask for their ongoing support and occasional "nudge" to check things are happening. Tell them of my "Keep going!" appointments and schedule.

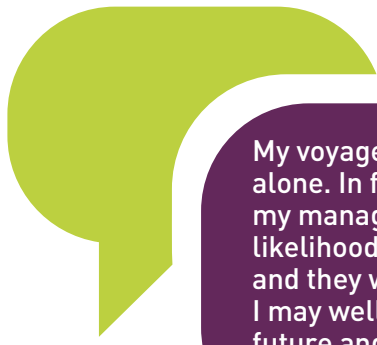


The Planning is over. Now I have to commit to the plan I have made and let others know. People may help me and may also hold me to task, but in the end it is me that will make the future happen. To achieve this I must suggest three opportunities to find my voice.



My meeting notes:

A large, empty white rectangular area intended for taking meeting notes.



My voyage has only just begun! I must keep going but I am not alone. In fact, everything teaches us that gaining the support of my manager, work colleagues, family and friends increases the likelihood that I will achieve my Futures. They like to be involved, and they will be important to me in the support they offer: similarly I may well be able to support them. They will help me to achieve my future and to enable me to keep going.

Commit to definite diary dates and venues. Now!

Keep going!...

Write down my diary dates of meetings here...

Date and time...	Meeting with...	Persons Roll...	Venue...	Completed?
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