

# CAREERS & EDUCATION

## LEARN WORKBOOK

**NZRP**A BY THE PLAYERS  
NEW ZEALAND RUGBY PLAYERS ASSOCIATION FOR THE **GAME.**

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# The next phase of your career

**As your rugby career comes to an end, what are you going to do? What is your game plan for beyond your playing days?**

## Understanding yourself

If you're going to make career choices that work for you it is important you understand your own self-identity, where you come from, what your values are and what is important to you. What skills do you have? Which of them are you interested in learning to use? The better the fit, the more chance you have of both enjoying and sticking at your new career.

## It doesn't have to be forever

To make an impact in rugby, it is important you get on the field and into the game. The same goes for your next career – it is important to get in there and get started. It is crucial you take action now! Whatever you decide to do, remember that it doesn't have to be forever. If you take one path and realise that it's not the right one for you, don't be afraid to make changes. Just like on the field, if the game plan isn't working, you can change it.

## Part one

**What are you going to do?** *[Hint: check out page 42 of EXPAND magazine or page 1 of the individual Careers & Education section]*

**If you could choose any job what would it be?**

**A) List four dream jobs you would enjoy doing. For this activity forget about how you would get the job, just focus on the jobs you would like. (If you can think of more than four, feel free to add them.)**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**B) Of the jobs you've listed above, which could you do now without any additional study or training? List them here.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**C) Of the jobs you've listed above, which would require you to do more study or training? List them here.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

## Strategies to help you make up your mind

*[Hint: check out page 43 of EXPAND magazine or page 2 of the individual Careers & Education section]*

**1) If you are unsure what you want to do in the future, there are five strategies you can use to help you make up your mind. List them below by filling in the blanks:**

1. **P** \_\_\_\_\_ **D** \_\_\_\_\_
2. **C** \_\_\_\_\_ **C** \_\_\_\_\_ **S** \_\_\_\_\_
3. **V** \_\_\_\_\_
4. **N** \_\_\_\_\_
5. **D** \_\_\_\_\_ **C** \_\_\_\_\_



# The next phase of your career

2) What is a dual career?

3) Can you think of someone in your team who is working on a dual career? What are they doing?

## Networking

4) Try to name six people in your network who could be useful for you to talk to about work experience or getting a job.

- |          |          |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |



## Learn to rule things out

Doing work experience can be valuable for helping you rule out what you don't want to do. For example, you don't want to spend four years studying law only to find out it isn't like it is on TV shows! Before you commit to studying, go to a law firm and do some work experience to find out what you are really getting yourself into.

1) What is work experience or reality testing? *[Hint: check out page 45 of EXPAND magazine or page 4 of the individual Careers & Education section]*

2) What are some things you would like to do work experience in while you are still playing rugby?

3) What are two good questions to ask when you do work experience?

- |          |
|----------|
| 1. _____ |
| 2. _____ |

## Study

People choose to study for various reasons, and it is important you are clear why you are studying. Is it to gain employment? Is it for personal fulfilment? Are you studying something you are interested in and want to learn more about? It could be all three.

A) Do you want to study? *[circle one]*

Yes

No

B) If yes, why do you want to study?

C) If yes, what do you want to study?

The most important thing is that you take some action, expand yourself and learn new skills. While you're doing these things, you are likely to discover jobs you never knew existed. It's easier to steer a moving ship than one that's stopped.

# What have you got to offer? LOADS!

## Part two

Without even realising it, during your time in rugby you have picked up a wide variety of valuable skills that you can use in your next work environment. There are three types of skills: hard, soft and transferable.

*[Hint: check out page 47 of EXPAND magazine or page 6 of the individual Careers & Education section]*

### A) What are hard skills?

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### B) List your hard skills:

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### C) What are soft skills?

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### D) List your soft skills:

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### E) What are transferable skills?

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### F) List your transferable skills:

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## Transferable skills for athletes and coaches

It is great to know your strengths and skills as these are useful to add to your CV and for interview preparation. Complete the transferable skills exercises on the following pages so you can add some of these to your CV.

**1) Choose one of the strengths above and write an example of when you have shown this strength in a situation.**

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**2) Choose one of the strengths above that you wish to develop further and consider how you might do this.**

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# Transferable skills for athletes & coaches

**Tick the boxes  for the transferable skills you have.**  
**You may want to add some of these to your CV.**

## Planning and organising

Feel at ease working with uncertainty and ambiguity		Anticipate and adjust for problems and roadblocks	
Confidently use technology		Flexibly change direction when plans do not work	
Creative thinking - create original and innovative ideas and think outside the square to produce solutions to problems or situations		Critical thinking - identify, evaluate, diagnose and explore options to solve problems or situations	
Delegate tasks and get work done through others		Analyse and interpret written information	
Influence, promote and sell ideas and strategies		Keep your promises	
Make complex and significant decisions		Manage job performance of individuals or teams	
Manage timetables, schedules and deadlines		Plan and lead meetings	
Plan and organise events, programmes or projects		Plan and prioritise your workload on a day-to-day basis	
Set and attain goals		Simplify complexity	
Use a realistic game-plan or framework to keep on track		Use and interpret statistical or numeric data	
Be well organised		Work systematically and efficiently	
Work with accuracy and attention to detail			

## Self-management

Accept responsibility for decisions, actions and mistakes		Ask for help when appropriate	
Aspire to be the best you can be		Balance your work and personal life	
Bounce back from stress and adversity		Complete what you start	
Deliver on promises		Constantly monitor and improve your performance	
Set realistic expectations about what is achievable		Lift your game under pressure	
Maintain an open mindset		Make tough calls	
Manage the demands and pressure of being in the public eye		Multi-task or juggle several tasks at once	
Perform well under pressure and in difficult situations		Be self-motivated and self-managing	
Self-reflect and evaluate your strengths and weaknesses		Set clear objectives and standards for your performance	
Set limits and say 'no' when appropriate		Deliver consistent performance and results	
Show initiative and put your hand up to help others		Stick to the task in hand	
Not easily distracted		Use intuition and gut instinct	
Willing to take on feedback to improve performance		Work independently and without close supervision	

# Transferable skills for athletes & coaches

Tick the boxes  for the transferable skills you have.  
You may want to add some of these to your CV.

Communication and interpersonal skills			
Accept diversity and difference of people		Acknowledge others and says thanks	
Address issues with those concerned		Build rapport and trust with others	
Coach, encourage and motivate others		Collaborate with others	
Confidently and fluently speak to groups and the media		Develop and maintain networks and contacts	
Encourage input and involvement, let people have a voice		Explain and give information or advice	
Front up and put issues on the table		Influence and persuade others with appropriate style and reasoning	
Instruct, teach and train others		Know how to put others at ease	
Listen and interpret instructions accurately		Manage sponsor relationships	
Participate openly in meetings and discussions		Be receptive, open and approachable to people	
Resolve differences without damaging relationships		Respond to people's feelings with sensitivity and empathy	
Speak and write clearly and concisely		Speak up when it counts	
Speak, listen and clarify feelings, opinions and issues with people		Tell great stories as a means of communication	
Use a win-win approach with people			

Leadership			
Ask hard questions		Build adaptable and agile people and teams	
Build collective strength in teams		Communicate a clear game-plan	
Consult and adopt a non-territorial and collegial approach		Create strategy to gain buy-in from individuals and teams to achieve goals	
Deliver tough messages in a compassionate way		Drive performance excellence	
Effectively navigate organisational or team politics		Enable teams to understand why and how they win	
Explain your thinking clearly and coherently to others		Have courageous conversations	
Influence, empower and mentor people		Inform, involve others and keep in touch	
Lift the elements of athlete performance: desire, hunger, work ethic and self-belief		Inspire others to exceed their usual level of performance	
Lead people by providing inspiration and vision		Inspire and build confidence in others	
Maintain a sense of perspective		Have a passion for excellence	
Manage conflict, nip issues in the bud and seek common ground		Make sound decisions by balancing analysis, judgement and intuition	
Stand alone at times		Separate issues from behaviour and personality	
Set high standards and clear expectations for individuals and teams		Provide challenging and stretching tasks and assignments	
Think strategically, see the big picture and connect the dots		Understand team and individual differences, strengths and weaknesses	
Use constructive and honest feedback to improve performance			

[list provided by careerdynamic.com]

# Essential character strengths

Below are a set of seven flexible attributes, abilities, strengths and skills that make up who you are. Understanding your character strengths means you can utilise the ones you have and work on those that you need to develop.

Rate yourself in these strengths from 1 (low) to 5 (high)	
GRIT: perseverance, tenacity, stickability, hard work, finishing what you start.	Score ___/5
ZEST: energy, enthusiasm.	Score ___/5
SELF-CONTROL: willpower, discipline, ability to curb impulsive behaviour.	Score ___/5
SOCIAL INTELLIGENCE: ability to form and maintain relationships and pick up the subtle signals from people about underlying emotions – your intuitive skills.	Score ___/5
GRATITUDE: being grateful, being thankful for what you have.	Score ___/5
OPTIMISM: positive beliefs about the future and a belief that something is possible.	Score ___/5
CURIOSITY: an interest in the wider world around you.	Score ___/5

To explore this concept further: [www.viacharacter.org/www/Character-Strengths-Survey](http://www.viacharacter.org/www/Character-Strengths-Survey) Adapted from Christopher Peterson and Martin Seligman [2004] Character strengths and virtues. A handbook and classification. Oxford University Press. 0-19-516701-5

## Three forms of career structure

**What are the three forms of career structure? List them below by filling in the blanks:**

*[Hint: check out page 51 of EXPAND magazine or page 10 of the individual Careers & Education section]*

O \_\_\_\_\_ careers

V \_\_\_\_\_ /O \_\_\_\_\_ careers

E \_\_\_\_\_ careers



Adapted from R.M. Kanter [1989] Careers & the Wealth of Nations Handbook of Career Theory, Cambridge University Press.

**Which type/s appeal to you the most?** \_\_\_\_\_

**Why does this type of career structure appeal to you the most?** \_\_\_\_\_

**What is a portfolio career?** \_\_\_\_\_

**Can you think of someone in your life who has a portfolio career? What different things do they do?** \_\_\_\_\_

**Does this type of a career appeal to you? If so why?** \_\_\_\_\_

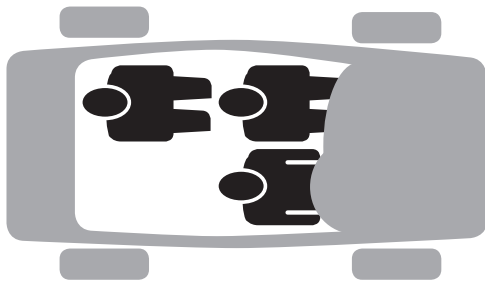
# Finding your next career

## Part three

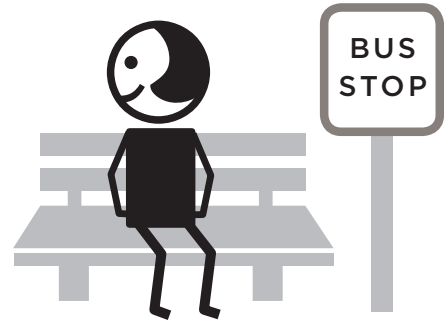
**Finding your next career** [Hint: check out page 52 of the EXPAND Magazine or page 11 of the individual Careers & Education section]

**What are four things to consider when it comes to finding your next career?**

get in the driver's seat of your life



bus stop method of career planning



1. \_\_\_\_\_

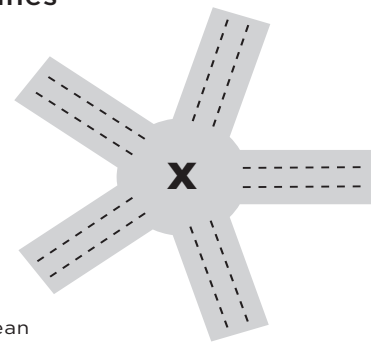
2. \_\_\_\_\_

job 'fit'



the notion of how you intuitively feel a job 'fits' with you

motorways and lanes



exploring options may mean finding the right motorway for you

3. \_\_\_\_\_

4. \_\_\_\_\_

**Circle how many more jobs you are able to apply for when you have a full or restricted drivers licence?**

1                      2                      3                      4                      5                      6                      7



# How to get a job

**How to get a job** [Hint: check out page 52 of EXPAND magazine or page 12 of the individual Careers & Education section]

**What percentage of jobs are gained through networking, direct contact or internal appointments? \_\_\_\_ %**

**There are many ways to get a job. List four of them:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

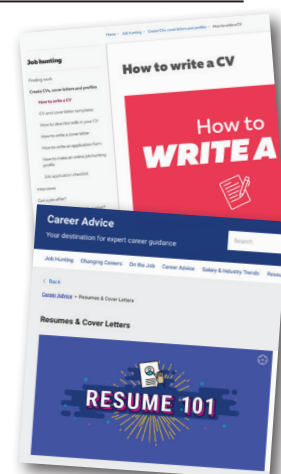
**Which website is useful for getting background on jobs, study options linked to jobs, remuneration [salary] and job demand? www \_\_\_\_\_**

## Your CV (Curriculum Vitae)

**What is the goal of a CV? \_\_\_\_\_**

**List the ten CV headings:**

- |          |           |
|----------|-----------|
| 1. _____ | 2. _____  |
| 3. _____ | 4. _____  |
| 5. _____ | 6. _____  |
| 7. _____ | 8. _____  |
| 9. _____ | 10. _____ |



**Where is a good place to find CV templates?** [Hint: check out page 53 of EXPAND magazine or page 12 of the individual Careers & Education section]

**Write down one or two of the CV writing tips you are going to use next time you put together your CV.**

**Covering letters** [Hint: check out page 54 of EXPAND magazine or page 13 of the individual Careers & Education section]

**What are three things you should consider when writing a covering letter?**

- |          |          |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ |          |

## Research the company and the potential role

Before you go to an interview or apply for a job, make sure you research the company to see if it is the right fit for you. See [www.nzrpa/infocentre/careertools](http://www.nzrpa/infocentre/careertools) for more tips.

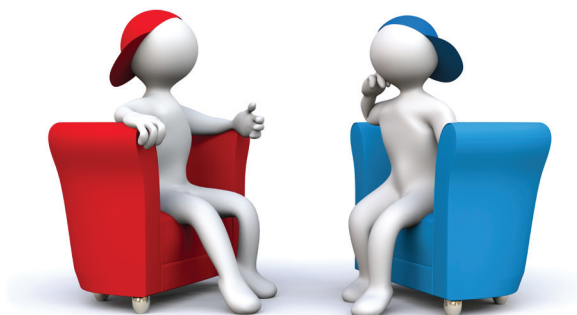
# How to get a job

## Types of interviews

There are many different types of job interviews and you might be required to attend several of these during the recruitment process.

**Name three different types of interviews:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



Tick ☒ which of these you currently do. Put an \* next to those you are going to do in the future:

- ☐ Research the company before you go to the interview
- ☐ Check the company's website and social media platforms
- ☐ Google the company for any other important information
- ☐ Practise some responses to questions you think you might get asked
- ☐ Dress appropriately – clean, ironed clothes and suitable footwear
- ☐ If you plan to drive, ask about parking before the day of the interview
- ☐ Check the traffic on Google maps and arrive super early
- ☐ Be enthusiastic and confident in the interview
- ☐ After the interview, send an email or text saying thank you for your time

**Write answers for these practice questions:**

**What are your strengths?** *[Hint: look at your transferable skills and essential strengths lists]*

\_\_\_\_\_

**What are areas or skills you would like to develop more?** \_\_\_\_\_

\_\_\_\_\_

**What does STAR technique stand for? Fill in the blanks below:**

**S:** \_\_\_\_\_ **T:** \_\_\_\_\_ **A:** \_\_\_\_\_ **R:** \_\_\_\_\_

**Tell me about a time when you succeeded against the odds? (use the STAR technique)** \_\_\_\_\_

\_\_\_\_\_

## Feedback

If you are unsuccessful in getting the job, learn from the experience and ask for feedback. Don't be afraid of asking questions as you could learn something that will help you get the next job you apply for.

**Write down two questions YOU could ask at the interview:**

*[Hint: theses could be related to the role and responsibilities or the company - do your research before the interview]*

1. \_\_\_\_\_
2. \_\_\_\_\_

# Exploring study options

**Exploring study options** [Hint: check out page 55 of EXPAND magazine or page 14 of the individual Careers & Education section]

A) What is a useful app for researching study and training? \_\_\_\_\_

B) Which website is useful to find out what scholarship and grants are available?  
\_\_\_\_\_

C) How many universities are there in New Zealand? \_\_\_\_\_

D) What is extramural study or distance learning? \_\_\_\_\_  
\_\_\_\_\_

E) If you don't want to get a degree, name two other qualifications universities offer:

1) \_\_\_\_\_

2) \_\_\_\_\_

**Tertiary institutions** [Hint: check out page 56 of the EXPAND Magazine or page 15 of the individual Careers & Education section]

How many different tertiary providers are there in New Zealand? \_\_\_\_\_

Where can you find a full list of tertiary providers in New Zealand? \_\_\_\_\_  
\_\_\_\_\_

Would you like to do online study? [circle one]      **Yes**      **No**

If yes, what would you like to study?  
\_\_\_\_\_

Google what you want to study then write down where you can do it and how long it would take:  
\_\_\_\_\_  
\_\_\_\_\_

When does the next course start? \_\_\_\_\_



# The workplace

## Are you a good employee?

To thrive in a workplace there are some things you need to consider:

*[Hint: check out page 58 & 59 of EXPAND magazine or page 16 & 17 of the individual Careers & Education section]*

The attributes to being a good employee are similar to those valued in your rugby environments.

**Tick the boxes  for the transferable skills you have.  
You may want to add some of these to your CV.**

Ask yourself do you...?			
Turn up on time	<input type="checkbox"/>	Prepare well	<input type="checkbox"/>
Put the team first	<input type="checkbox"/>	Communicate well	<input type="checkbox"/>
Have a strong work ethic	<input type="checkbox"/>	Remain motivated no matter what's happening	<input type="checkbox"/>
Do more than the minimum required	<input type="checkbox"/>	Come up with solutions and solve problems	<input type="checkbox"/>
Have a growth mindset and a flexible approach	<input type="checkbox"/>	Remain open to a new game plan	<input type="checkbox"/>
Have an eagerness to learn (being coachable)	<input type="checkbox"/>	Always act with honesty and integrity	<input type="checkbox"/>
Do what you say you are going to do (being accountable and reliable)	<input type="checkbox"/>		<input type="checkbox"/>

**Which of the above are you going to work on to improve?** \_\_\_\_\_

\_\_\_\_\_



# The workplace



## Being an effective leader

There are many skills you have learned in rugby that will make you a **good leader** in the workforce. How many do you have?

**Tick the boxes ✓ for the transferable skills you have.**  
**You may want to add some of these to your CV.**

How many do you have?			
Excellent communication		Honesty and integrity	
A clear vision		Confidence	
The ability to be inspirational		The ability to be inspirational	
The ability to delegate and empower your staff		Commitment	
Passion		Creativity and innovation	
Empathy		Supportiveness	
Openness to feedback		Accessibility	
Transparency		A strong appreciation of diversity and thinking in others	
Trustworthiness		The ability to create a positive culture	
The ability to ensure staff feel safe and treated with respect and dignity			

## Exploring your career options

*[Hint: check out page 61 of EXPAND magazine or page 20 of the individual Careers & Education section]*

**What are two useful online tools you can use to help you understand more about your interests and skills, and suggest possible career options? Fill in the blanks:**

**C \_ O \_ C \_ S    M \_ T \_ H                      C \_ R \_ E \_    Q \_ E \_ T**

**Which websites would you check out if you wanted more information on the “developing rugby coaches, players course” or getting involved in refereeing?**

Be aware that you might have to make a few different steps to get to the job you really want. **EXPAND AND GROW YOURSELF!**



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