



Future Careers Manual

In association with



**The definitive guide for
professional cricketers seeking
new career direction or
development of a dual career.**





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Introduction



The PCA Personal Development Programme has a talented network of Personal Development Managers (PDMs) who coach and mentor current and former players to help them create satisfying lives for themselves, during and after their cricketing career. This “Future Careers Manual” has been designed to provide both personal insight and practical guidance to our members during their career journey into and out of cricket. No matter what age or stage of your cricketing or working career you are in, this resource will be able to make a difference.

IAN THOMAS,
DIRECTOR OF DEVELOPMENT AND WELFARE

Introduction

THE PURPOSE OF THIS GUIDE IS TWO-FOLD:

- 1. To support you during your cricket career to develop your self-awareness and personal skill set to better equip you to manage the challenges of the elite performance environment.
- 2. To provide a framework, tools and resources to enable you to learn about the career exploration and development process, and guide what action you need to take to support a successful career transition.

THE GUIDE CHALLENGES YOU TO CONSIDER:

Where am I now, where do I want to be and how do I get there?

It then offers advice and guidance on what you can do yourself and what support you can access to help you achieve your goals and ambitions. You can choose to work through this guide independently or with support from a PCA Personal Development Manager.

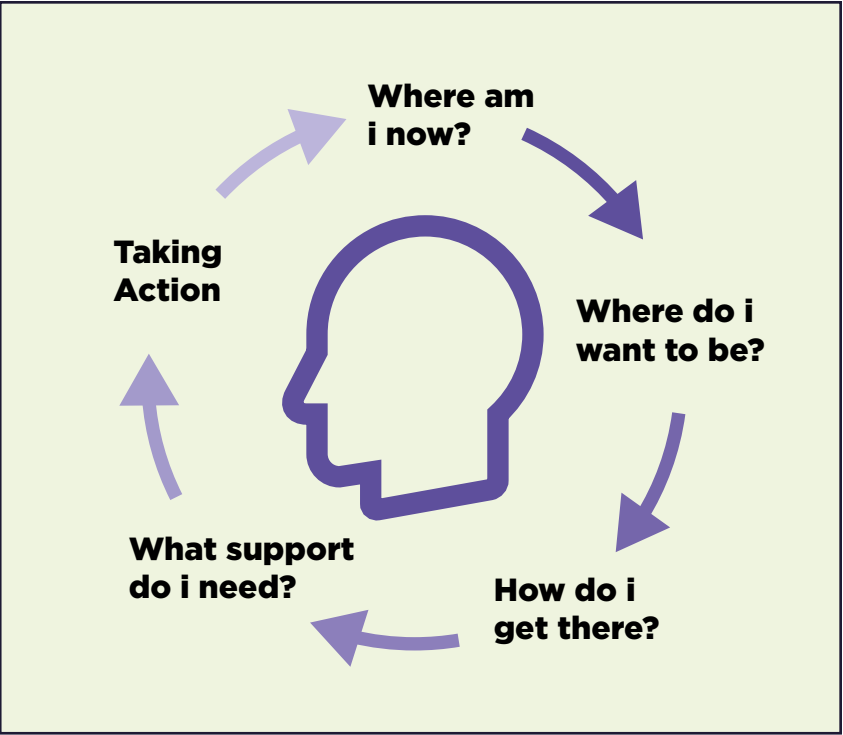
The guide will encourage you to reflect, identify passions, values and motivations, and develop awareness of current strengths and areas for development. It will support you in your research and assessment of which career areas and specific roles are best suited to your individual interests, needs and circumstances. It will also encourage you to access and grow your support network.



A Starting Thought...

Each person's career exploration journey is unique to them. We all begin in different places so choose how best to use this guide - dip in and out or work through the guide cover to cover! Just remember that it takes time and effort to grow. Growth demands a commitment to new thought and new behaviours and above all a willingness to change and do something new.

Reflection



A CYCLE FOR PERSONAL GROWTH AND CAREER DEVELOPMENT

Reflection informs direction and future action

Creating time to honestly reflect on where you are in each aspect of your life, recognising what is going well, what is not going well, and what you need or want to change is a vital ingredient to personal and professional growth. Reflection is a skill you need to practice. At its heart reflection is a commitment to behaviour change.

Who am I now?

In the space below, describe as fully as possible (as if to a stranger) who you currently are.

Consider how you are defined by yourself and others, how you consider yourself to be and behave as a person, your values, motivations, interests, strengths and focus.

Consider people and areas you are involved with formally and informally in your current life and how that plays into who you are now.



Follow-up questions:



1. What makes you feel good?

2 What do you enjoy?

3. What makes you anxious and gives you doubts?

4. Describe your best qualities as a human being...

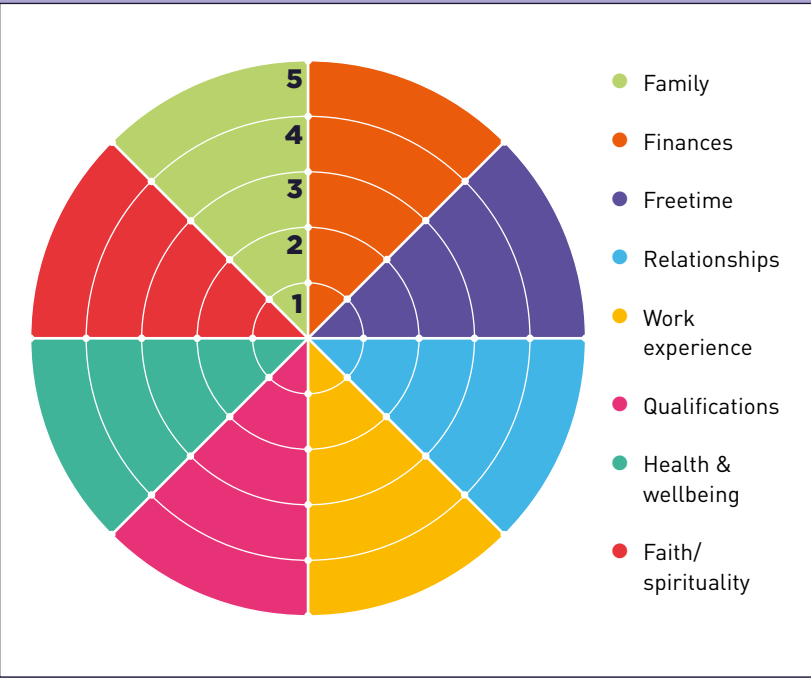
Where am I now?

WHICH STAGE OF YOUR CRICKET CAREER ARE YOU IN? (TICK)

- ☐ **Early career** e.g. 0-3 years
- ☐ **Mid-career** e.g. 3-6 years
- ☐ **Late career** e.g. 6 years + plus



ACTIVITY:
Highlight on the model where you consider yourself to be currently in each of the different areas of your life, with 1 representing no satisfaction through to 5 representing complete satisfaction.



Follow-up questions:



1. What do you notice about your ratings in each area?
2. What areas are currently most important to you and why?
3. List each area below in order of importance to you

Career development:
Where am I now?

Place a cross on the line that corresponds to your level of agreement with each of the statements below

	STRONGLY DISAGREE	DISAGREE	NEITHER AGREE NOR DISAGREE	AGREE	STRONGLY AGREE
1. I have a clear idea of what I want to achieve in my career after cricket					
2. I know what I want to achieve in my personal life					
3. I allow myself enough time to plan my future and regularly set short-term learning and career development goals					
4. I have examined how my current skills and experience could be applied to different career options					
5. I know what level and balance of skills and knowledge will be required in future career opportunities					
6. I recognize the benefits and limitations of pursuing particular career paths					
7. I make the most of my network and contacts for advice and guidance on future career plans					
8. I have made an informed decision on my future career based on a realistic assessment of my core strengths, motivations, experiences, opportunities and constraints					

Follow-up question:



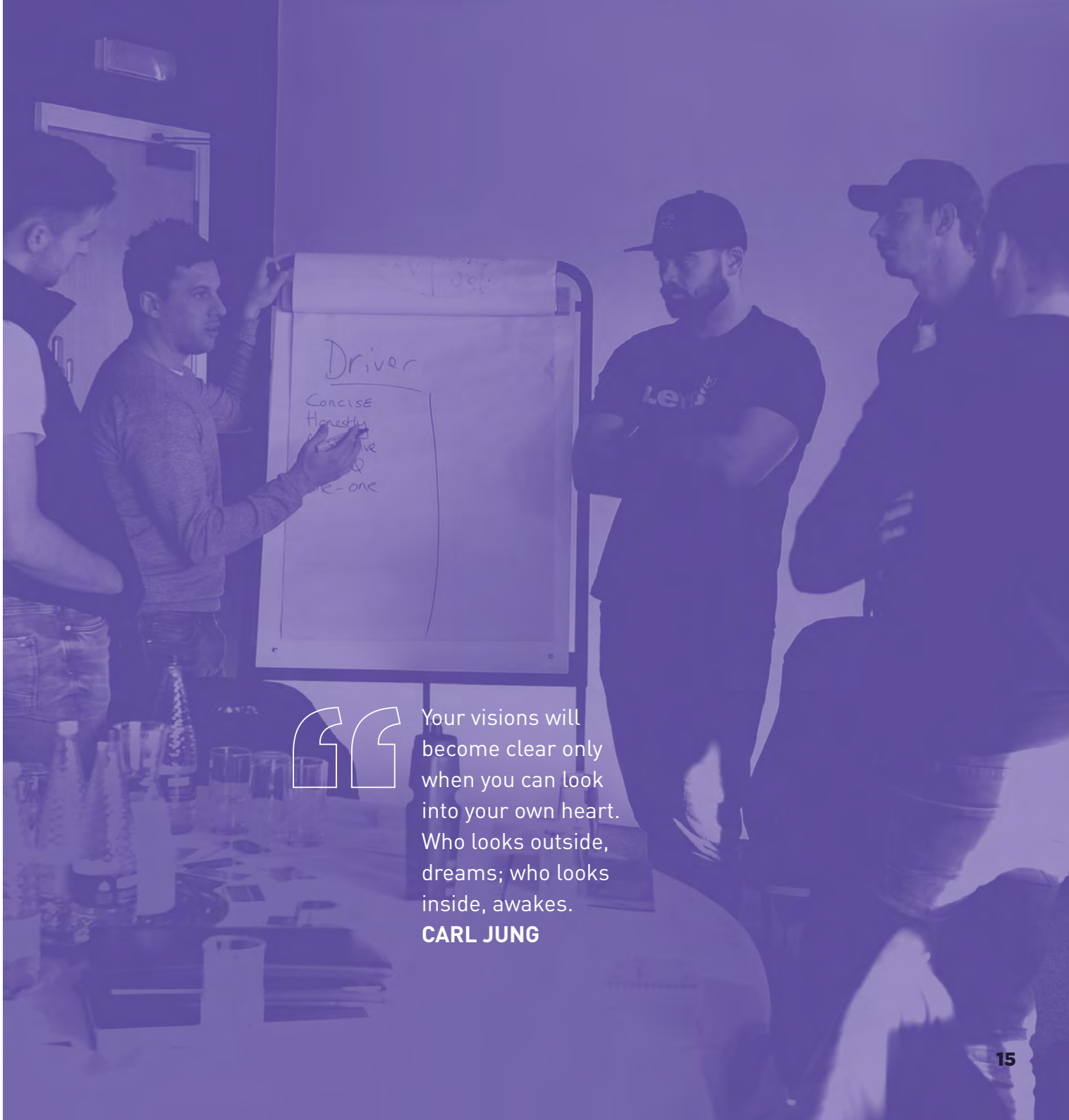
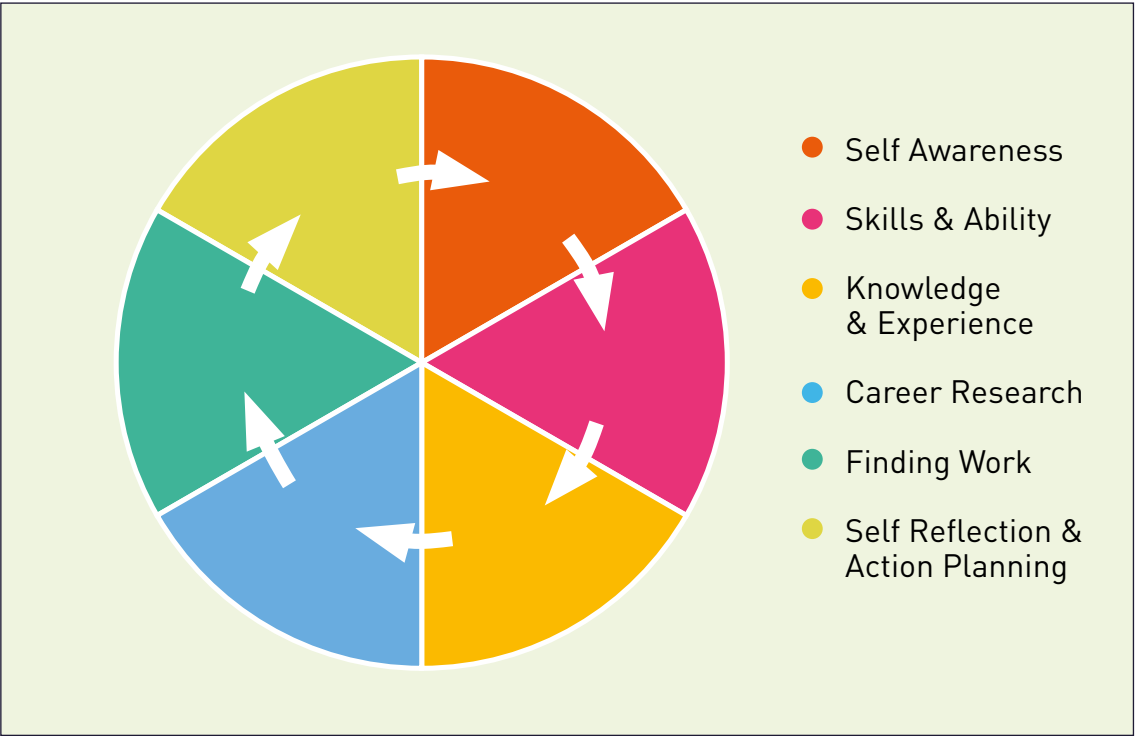
ACTIVITY:
What barriers, if any, currently or potentially limit your Career Development?

EXAMPLES OF COMMON BARRIERS ARE BELOW:

- Laziness
 - Fear of failure
 - Rejection
 - Lack of self confidence
 - Low motivation
 - Poor time management
 - Lack of relevant experience
 - Family commitments
- Lack of resources
 - Finances
 - Health / disability
 - Limiting beliefs
 - Other (state below)

Career development model

The diagram below identifies 6 key aspects of personal and career development. Each aspect will be explained, you'll then be encouraged to complete a self-assessment to identify your current level of competency in the area. The guide then offers a range of activities and links for information and ideas of how to further develop in the area.



“Your visions will become clear only when you can look into your own heart. Who looks outside, dreams; who looks inside, awakes.”
CARL JUNG



Self awareness

“

At the center of your being
you have the answer;
you know who you are
and you know what you want.

LAO TZU

Self awareness

Emotional Self-Awareness includes recognizing and understanding one’s own emotions. This includes the ability to differentiate between subtleties in one’s own emotions while understanding the cause of these emotions and the impact they have on one’s own thoughts and actions and those of others.



‘The quality of being conscious of one’s own feelings, character, etc.’

‘An awareness of one’s own personality or individuality.’

1. Values & beliefs

Ever stopped to think ‘Why do I do what I do’?

By spending some time in this section exploring your values & beliefs and how they impact your behaviour you will benefit from:

- Greater self-awareness by knowing what makes you tick.
- Increased awareness and understanding of others and a respect of differences.
- A solid foundation to set meaningful goals.

DEFINITIONS:

A belief is an internal feeling that something is true, even though that belief may be unproven or irrational. e.g. I believe that walking under a ladder brings bad luck, or I believe that there is life after death.

A value is a measure of the worth or importance a person attaches to something; our values are often reflected in the way we live our lives. e.g. I value freedom of speech, or I value my family.

Values and beliefs interact - Values are stable long-lasting beliefs about what is important to a person.

They become standards by which people order their lives and make their choices. A belief will develop into a value when the person’s commitment to it grows and they see it as being important.

Exploring Values

Investing time to identify and explore your personal values will help you to discover what’s most important to you within both your personal and professional life.

An easy way to start identifying values is to look back on your life and notice times when you felt really good, were confident and made good choices.

Values
The greatest importance and highest priority in our lives.

Self-reflection



REFLECT ON YOUR HAPPIEST MEMORIES...

What were you doing? Were you with other people? Who?
What other factors contributed to your happiness?



THINK OF A TIME WHEN YOU WERE VERY PROUD OF YOURSELF...

Why were you proud? Did other people share your pride? Who?
What other factors contributed to your feelings of pride?

REFLECT ON TIMES WHEN YOU FELT FULFILLED...

What need or desire was fulfilled? How and why did the experience give your life meaning? What other factors contributed to your feelings of fulfillment?



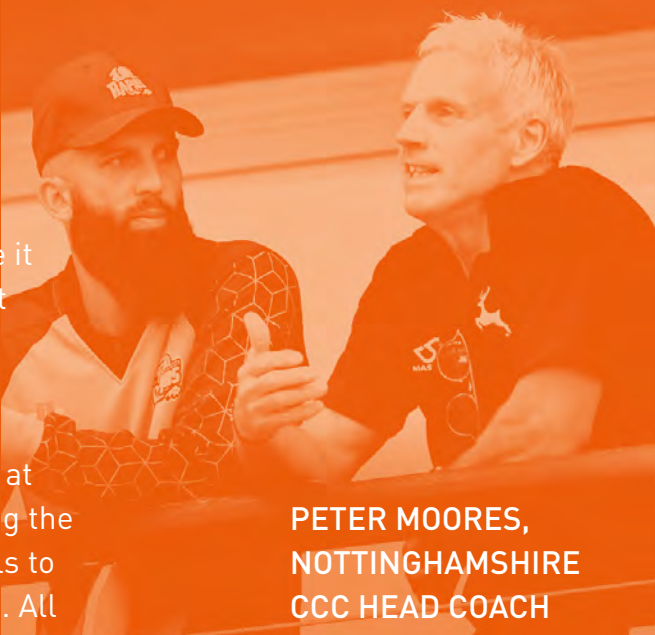
The importance of knowing yourself as a sportsmen should never be underestimated. Until you know how you react under pressure it is difficult to understanding how you will best deal with it.

To know what makes you feel good and what makes you anxious are fundamentals to play at your very best. Handling failure and not taking the worries of the day home at night are key skills to create balance both as a player and a person. All these are crucial skills to unlock the full potential in all of us.

All this falls under the banner of self awareness or simply the ability to know yourself better. This doesn't make the challenges go away though it does make them easier to manage.



Most people finish their careers saying if only I knew at twenty one what I know now I would have been so much better. My advice is be prepared to study yourself as well as your game, be open and listen to others views and be brave enough to make your own decision.



PETER MOORES,
NOTTINGHAMSHIRE
CCC HEAD COACH
& TWO-TIME
ENGLAND HEAD
COACH

“

Having a real understanding of yourself and your personality is paramount to your personal development. Being aware how you learn, interact and reflect on personal experiences can have a real bearing on success. Learning from others is a great skill but so is embracing your own individual unique methods.

ANTHONY MCGRATH,
ESSEX CCC HEAD COACH

Personal values

Drawing on your responses, select your top 10 values, based on your experiences of happiness, pride and fulfillment.

If stuck, then review the list of common personal values in the table over the page to help you get started – feel free to add your own words.

List your top 10 values, not in any particular order.

My top 10 personal values are:

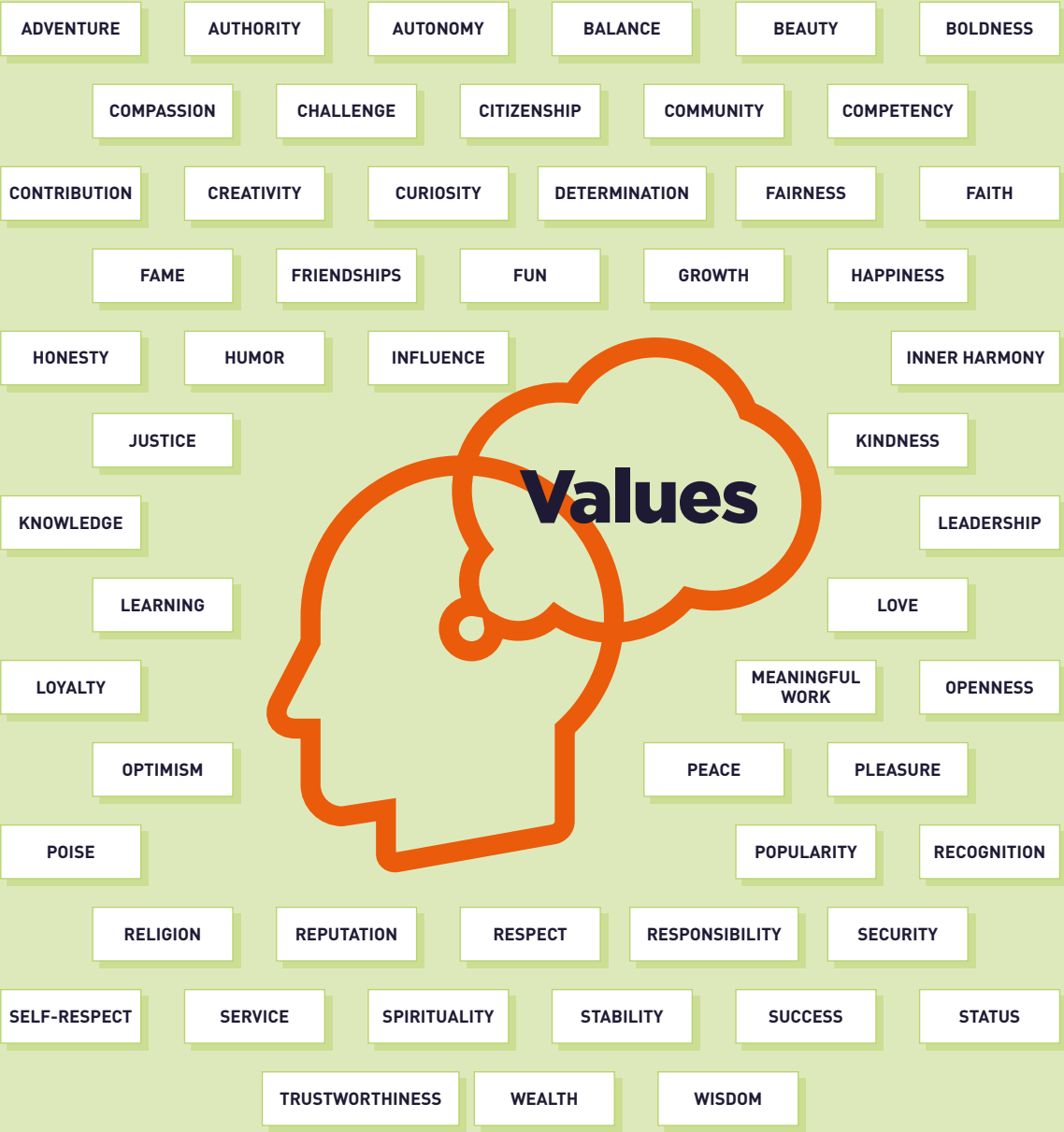
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.



Key Points

Identifying and understanding your values is a challenging and important exercise. Your personal values are a central part of who you are – and who you want to be. By becoming more aware of these important factors in your life, you can use them as a guide to make the best choice in any situation.

Some of life’s decisions are really about determining what you value most. When many options seem reasonable, it’s helpful and comforting to rely on your values – and use them as a strong guiding force to point you in the right direction.



Rank order your values in terms of importance to you i.e. differentiate between values that are desirable and those which are essential or non-negotiable with regards to your happiness, pride and satisfaction.



TIP To help you do this review your 10 values two at a time and ask yourself, “If I could have only one of these values, which would I choose?” Or consider, “If I lost this value how would it make me feel?” Keep working through the list, by comparing each value with each other value, until you can put your list in order.

My top 10 ranked personal values are:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

FINALLY CHECK YOUR VALUES

- Do your top-priority values fit with your life and your vision for yourself?
- Do they make you feel good about yourself?
- Would you be proud to tell your values to people you respect and admire?
- Do these values represent who you are?

Career-specific values

EXPLORE WHAT'S IMPORTANT TO YOU IN THE WORKPLACE, USING THE VALUES LISTED OPPOSITE.

As with the previous exercise put each value under a heading that represents it's importance to you ranging from ALWAYS VALUE, OFTEN VALUE and NEVER VALUE.

Values that fail to meet these categories should be discarded.

Aim as before to have no more than 10 ALWAYS value and no more than 5 OFTEN and 5 NEVER values.

Being aware of what you never value can provide useful insight and inform life and career satisfaction as it indicates activities, places, behaviours or people you may want to avoid to maximise happiness, pride and satisfaction.



EXAMPLE ALWAYS OFTEN NEVER	STATUS / JOB LEVEL ALWAYS OFTEN NEVER
DEMONSTRATE COMPETENCE ALWAYS OFTEN NEVER	JOB SECURITY ALWAYS OFTEN NEVER
CREATIVE FREEDOM ALWAYS OFTEN NEVER	TASK PRECISION ALWAYS OFTEN NEVER
PROBLEM SOLVING ALWAYS OFTEN NEVER	INTELLECT & EXPERTISE ALWAYS OFTEN NEVER
JOB HARMONY ALWAYS OFTEN NEVER	CHANGE AND VARIETY ALWAYS OFTEN NEVER
WORK UNDER PRESSURE ALWAYS OFTEN NEVER	KNOWLEDGE DEVELOPMENT ALWAYS OFTEN NEVER
PHYSICAL ACTIVITY ALWAYS OFTEN NEVER	FAST PACE WORK ALWAYS OFTEN NEVER

OPPORTUNITY TO ADVANCE ALWAYS OFTEN NEVER	INFLUENCE OTHERS ALWAYS OFTEN NEVER	REGULAR INCOME ALWAYS OFTEN NEVER	ADVISE & SUPERVISE OTHERS ALWAYS OFTEN NEVER
AESTHETIC INFLUENCE ALWAYS OFTEN NEVER	DECISION MAKING ALWAYS OFTEN NEVER	OWNERSHIP / INDEPENDENCE ALWAYS OFTEN NEVER	RECOGNITION FROM OTHERS ALWAYS OFTEN NEVER
HIGH STIMULUS ALWAYS OFTEN NEVER	AFFILIATION / MEMBERSHIP ALWAYS OFTEN NEVER	COMMUNITY ENGAGEMENT ALWAYS OFTEN NEVER	TEAM WORK ALWAYS OFTEN NEVER
RESEARCH & INNOVATE ALWAYS OFTEN NEVER	HELP & SUPPORT OTHERS ALWAYS OFTEN NEVER	LOCATION ALWAYS OFTEN NEVER	ADVENTURE / RISK TAKING ALWAYS OFTEN NEVER
WORK ALONE ALWAYS OFTEN NEVER	POWER AND AUTHORITY ALWAYS OFTEN NEVER	PROFIT & REWARD ALWAYS OFTEN NEVER	MORAL & ETHICAL FULFILLMENT ALWAYS OFTEN NEVER
FRIENDSHIP ALWAYS OFTEN NEVER	TARGETS & COMPETITION ALWAYS OFTEN NEVER	TIME FREEDOM ALWAYS OFTEN NEVER	HIGH EARNING POTENTIAL ALWAYS OFTEN NEVER
PUBLIC ENGAGEMENT ALWAYS OFTEN NEVER	ROLE STABILITY ALWAYS OFTEN NEVER	DESIGN & CREATIVITY ALWAYS OFTEN NEVER	ADD YOUR OWN VALUE HERE ALWAYS OFTEN NEVER



ALWAYS

List your top career values ALWAYS value (max 10).

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.



OFTEN

List career values you OFTEN value (max 5).

1.

2.

3.

4.

5.



CHECK Are you sure that none of these are essential to your happiness, pride and fulfillment in the workplace? Move to ALWAYS if needed.



NEVER

List career values you NEVER value (max 5).

1.

2.

3.

4.

5.

Prioritising



As with the Personal Values exercise – focus on your list of 10 ALWAYS values and see if you can prioritise this to gain clarity on your biggest areas that illicit happiness, pride and fulfillment and list here.

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Attitudes

Your VALUES are unlikely to change yet you choose your ATTITUDE and what you believe daily.

An attitude is an evaluative position you hold about a thing, a person, an idea or perhaps an organisation. Attitudes inform the way a person expresses or applies their beliefs and values through their words and behaviour. For example:

- I get really upset when I hear about cruelty to children and animals.
- I hate people being late.



ACTIVITY
Complete these sentences by writing the first thing that comes up for you.

I am...

My work is...

Life is...

Money is...

Age is...

Attitudes affect outcome

Think about your attitudes and beliefs, consider are they helpful or do any hold you back? Do you have any habits or behaviours that on reflection you would benefit from changing?

If so, you may find the Change Recording Sheet overleaf helpful.



When you know exactly what you want, your decision making becomes simple.
MATTHEW WOOD,
EX-YORKSHIRE CCC



Habits, choices and behaviours

Change Recording Sheet

State YOUR Change of Behaviour Goal:

State who you WILL become below:



START

State what NEW HABITS you will start:

CONTINUE

State what NEW HABITS you will continue:

STOP

State what OLD HABITS you will stop:

CHANGE/HABIT	IMPLEMENTED ACTION
1.	1.
2.	2.
3.	3.

2. Understanding personality preferences

From a broad life perspective, the better we understand ourselves and other people around us, the more successful we'll be in dealing with people and situations and making good decisions. Understanding personality is about using psychology to your advantage in everyday situations, such as:

- to better understand people.
- to influence, help and support.
- to get your point across in a way that's right for you.
- to better understand and shape decision-making.
- to motivate and manage people and to deal with conflict.
- to understand and manage our own impact on other people.

There are numerous personality assessment tools out there that you can use. Indeed, knowing your personality type can inform the type of careers most suited to you, and as such employers can use these tools as part of their recruitment process.

The Myer-Briggs Type Indicator (MBTI)

Created by Katherine Briggs and daughter Isabel Myers, MBTI is described as the world's leading questionnaire for measuring personality type. It is used in professional cricket as well as in the business world helping individuals and teams function more effectively.

Typically, you'll be asked to complete an online questionnaire requiring you to make selections between pairs of opposing words and statements that best reflect how you think, feel and act. MBTI is a 'self-reported' questionnaire which means you are the best judge of your type rather than someone else deciding your type for you.

Your responses help to assess your preferences for four pairs of opposite styles. These styles are not the same as abilities or skills, they are all of equal value and importance and we use all eight of them some of the time. As the word 'preference' suggests, MBTI aims to help you understand what comes naturally to you.



The MBTI Preferences

EXTRAVERSION (E) AND INTROVERSION (I)
Where you prefer to get and focus your energy/attention.

SENSING (S) AND INTUITION (N)
The kind of information you prefer to gather and trust.

THINKING (T) AND FEELING (F)
The process you prefer in evaluating information and decision making.

JUDGING (J) AND PERCEIVING (P)
How you prefer to deal with the world around you.

All of us have blind spots. The MBTI report helps you become more aware of what your potential pitfalls and areas for development are and importantly how to combat them.

SUPPORTING YOUR CRICKET DEVELOPMENT

If you'd like to have better relationships with your teammates and coaches then taking the time to understand the different ways they see the world as well as your own viewpoint will be one of the best investments you can ever make.

In the same way players have specialties in batting and bowling, you will have preferred ways of living your life and interacting with others that come naturally to you. These preferences will influence how you speak to teammates, react to feedback from coaches, deal with change and uncertainty and will even affect your decision making on and off the field.

Knowing how other people think, feel and act is important if you are to be a good communicator and essential if you have aspirations to be an effective captain.

Read any biography on captains, coaches and managers within professional sport and you'll see a big part of their success was down to their ability to get the best out of each player by knowing what makes them tick.

MBTI AS A CAREER EXPLORATION TOOL.

Over the year’s significant research has been done to correlate the career areas people choose to go into with their MBTI type. As a result of this research, MBTI is a useful tool to generate a CAREERS REPORT, highlighting a % ranking of specific sectors and roles you are most likely to be compatible with based on your reported preferences. Although it is impossible to accurately determine the right career for someone given the complex number of contributing factors beyond personality, this tool is particularly useful in generating focus in the early stages of career exploration when an individual has very little idea about what they want to do.

WHAT’S THE IMPACT OF USING IT WELL?

Below are some of the key benefits for understanding the use of MBTI in yourself and those around you:

- Build better relationships.
- Develop a deeper understanding of others’ point of view.
- Expand your own perspective on life and cricket.
- Develop an understanding of different career areas and types of roles that are most likely to suit your preferences.
- Ability to adapt your style of communication to suit others’ personality types.
- Consciously use your preferences for greater impact combined with an increased awareness of your areas for development.
- Recognise and value the qualities your teammates and friends have to offer.



To find out more about the MBTI Step 1 questionnaire check out the OPP website: opp.com/en/tools/MBTI/MBTI-Step-1



If you are interested in taking the MBTI type questionnaire please contact your regional PDM.

3. Passions, likes and dislikes

What does passion mean to you?

What do you love about playing cricket?

What do you love doing in your spare time?

Finish this sentence...
'I am passionate about / I love to.....'?

LIKES AND DISLIKES

Alongside identifying clear passions, taking time to work out what specifically you like and dislike off the field is important when it comes to life satisfaction and maintaining positive energy levels.

From a recovery perspective, knowing what you don’t like or who you prefer to avoid is just as important as knowing what you like doing and who you like to be around.

Consider your answers to the following

1. How do you prefer to spend your time away from cricket?

3. What type of environment do you find most energizing to be in after a long day in the field?

2. What activities do you try to avoid whenever possible?

4. What environments do you find more challenging/stressful, and try to avoid where possible?

5. Who, if anyone, do you choose to be around when you need to take your mind off your game?

6. What activities would you like to start or do more of if time was no object?

“

Spend time to work out what you really want, once you find your passion and something that will excite you your decisions become easier to make.”

STEVE PATTERSON,
YORKSHIRE CCC



4. Strengths



What do you consider to be your top 5 strengths

- 1. as a person?
- 2. as a performer?

List them below:



A PERSON	A PERFORMER
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

 If you are unsure use the list over the page of common strengths to guide you, or follow the link to see common clusters of strengths viacharacter.org/www/Character-Strengths



Activity

As people are often blind to their strengths, now ask either:

- 1. a family member
- 2. a close friend
- 3. a teammate or coach

what they consider your top 5 strengths to be as:



A PERSON	A PERFORMER
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

Review your thoughts alongside other peoples – are strengths listed similar or different? Share any thoughts you have here:

--	--

5. Motivation

What is your motivation?

Broadly speaking there are two types of motivations – **Extrinsic** and **Intrinsic**.

Extrinsic motivations, these are measured by the external world. Although reluctant to admit it, people enjoy the feeling of success, recognition and status that come with promotions and financial rewards.

Intrinsic motivations come from within you and are aligned with what some people call your True North.

EXTRINSIC MOTIVATION

- Money
- Having power
- Having a title
- Public recognition
- Social status
- Winning over others

INTRINSIC MOTIVATION

- Personal growth
- Pursuit of excellence/mastery
- Satisfaction of doing a good job
- Helping others develop
- Finding meaning from efforts
- Being true to your beliefs
- Making a difference in the world



Consider what your main motivations are for:

1) playing cricket

2) life outside of cricket

Note your thoughts.

What is the direction of your motivation?

There are 2 directions of motivation – **TOWARDS** and **AWAY** from.

AWAY motivations are usually fear or avoidance based, e.g. 'I don't want to be poor' or 'I don't want to work in an office.'

TOWARDS motivations usually have a specific goal/target e.g. 'I would like to earn £4k per month minimum', 'I want to become a lawyer'.

Although people can display equal levels of motivation in either direction, and achieve their desired goals, generally speaking AWAY motivations are less desirable due to them being vague and without focus. Where possible you should aim to GET SPECIFIC and create some towards motivation. This can be achieved by giving yourself clear positive commands e.g. I would like to...



ACTIVITY
Can you identify the direction of your motivation in different aspects of your life?

Setting goals

Use this SMARTER template to capture career development goals.

State the goal:

Date:

State how the goal will benefit you / why it is important to you:

Use the SMARTER framework below to outline the specific details of the goal and steps needed to ensure you can achieve the goal.

CONCEPT	DESCRIPTION
S Specific statement of your goal.	
M Measurable – how will you know you achieved your goal?	
A Agreed – who needs to be aware of your goal/ support you in achieving your goal?	
R Realistic – is your goal practical / achievable?	
T Time-Bound – what time constraints will you apply to your goal?	
E Ethical – are there any broader considerations to consider?	
R Recorded – how will you record progress and attainment?	

Section reflections



DO YOU NOW HAVE...

- A clearer idea of who you are (self-identity)?
- Better awareness of your personality preferences?
- A greater understanding of your core values and beliefs?
- A clear idea of your main interests, passions and strengths?
- Greater awareness of what motivates you?



ACTIVITY
What actions do you have for further development of your self-awareness? List ideas below.

Skills & abilities



Sports and business have a natural affinity; the skills that make a successful sportsperson – resilience, communication, teamwork – are all equally valuable in the workplace.
LODDERS SOLICITORS LLP

Skills & abilities

The following table provides a list of 21 transferable skills that you may have acquired during your time as a player, while doing work experience, or through other experiences.

For each of the skills in the table, give yourself a score, ranging from 1 (low) to 5 (high), indicating what your level of competence is for that skill.

Look at 5 of the skills that are your strongest. Try to think of an occasion when you have acquired that skill, or put it into practice. Don't limit yourself to cricket based skills – try to think of other activities and interests – e.g. being involved in the running of a society or travelling abroad. If you can think of any other skills, add them to the table, using the blank boxes.

“

THE KEY FOUNDATIONS THAT MADE ME INTO A SPORTING PROFESSIONAL, HAVE FOLLOWED ME INTO LIFE AFTER THE GAME, IN MY CASE COACHING. COMMUNICATION, ADAPTABILITY AND WORKING UNDER PRESSURE ARE JUST A FEW. THESE SKILLS HAVE HELPED ENSURE THAT ALL STUDENTS AND CLIENTS I WORK WITH GET THE BEST POSSIBLE CHANCE TO IMPROVE AS CRICKETERS.

JAIK MICKLEBURGH,
EX-ESSEX CCC



Place a cross on the line that corresponds to your level of agreement with each of the statements below

21 Skills	Definition	STRONGLY DISAGREE DISAGREE NEITHER AGREE NOR DISAGREE AGREE STRONGLY AGREE				
1. Team work	Can work effectively with a group of people to complete tasks	←				→
2. Written communication	Can communicate ideas and information effectively by writing	←				→
3. Spoken communication	Can communicate ideas and information effectively by speech	←				→
4. Listening	Can pick out important information when others are speaking and be seen to be listening with care	←				→
5. Logical argument	Can get a point across in a logical, ordered and concise manner	←				→
6. Problem solving	Can identify obstacles to the completion of tasks and devise solutions to overcome them	←				→
7. Analytical skills	Can analyse and critically evaluate information	←				→
8. Creativity	Can create/design objects or systems using originality, imagination and inventiveness	←				→
9. Flexibility	Can adjust and adapt to changing situations, and turn easily from one subject to another	←				→
10. Leadership	Can get other people to work together to accomplish an objective	←				→

21 Skills	Definition					
11. Organisation	Can structure/arrange resources and time to accomplish objective					
12. Decision making	Can make a calculated decision between two or more alternatives					
13. Numeracy	Can work with figures, make calculations, and pick out important numerical information					
14. Physical	Can undertake physically demanding tasks involving muscular co-ordination					
15. Practical	Can use hands, tools and machinery, can solve problems by practical approaches					
16. Time management	Can perform several tasks at the same time and achieve goals within the allotted period					
17. Self confidence	Can express own ideas clearly and diplomatically when working with a range of other people					
18. Commercial awareness	Knows how organisations work, and can work within systems and constraints operated by employers					
19. Self-development	Can evaluate own performance and take action to improve/learn new things					
20. Information technology	Can use IT to create, present and organise data					
21. Tact	Can identify and handle sensitive situations, showing tact, diplomacy and honesty appropriately					

From this list pick out 4 skills in which you feel you are most competent and give evidence to support this claim:

Skill	Evidence for possessing this skill
1.	
2.	
3.	
4.	

WHAT COULD I DO TO IMPROVE MY TRANSFERABLE SKILLS?

Select 4 of your lowest scores, and use this table to try to work out what you could do to improve those skills on your placement (i.e. write the skills in the left hand box and the method of improvement in the right hand box):

Skill	What could I do?
1.	
2.	
3.	
4.	

Examples of employability skills

1) PERSONAL QUALITIES

- **Malleable self theory:** belief that attributes are not fixed and can be developed.
- **Self-awareness:** awareness of own strengths and weaknesses, aims and values.
- **Self-confidence:** confidence in dealing with the challenges in employment / life.
- **Independence:** ability to work without supervision
- **Emotional intelligence:** sensitivity to others’ emotions and the effect they can have.
- **Adaptability:** ability to respond positively to changing circumstances and new challenges.
- **Stress tolerance:** ability to retain effectiveness under pressure
- **Initiative:** ability to take action unprompted
- **Willingness to learn:** commitment to ongoing learning to meet the needs of employment.
- **Reflectiveness:** the disposition to reflect evaluatively on the performance of oneself.

2) TRANSFERABLE SKILLS/ CORE SKILLS

- **Reading effectiveness:** the recognition and retention of key points.
- **Numeracy:** ability to use numbers at an appropriate level of accuracy.
- **Information retrieval:** ability to access different information sources.
- **Language skills:** possession of more than a single language.
- **Self-management:** ability to work in an efficient and structured manner.
- **Critical analysis:** ability to deconstruct a problem or situation.
- **Creativity:** ability to be original or inventive and to apply lateral thinking.
- **Listening:** focused attention in which key points are recognized.
- **Written communication:** clear reports, letters, etc., written specifically for the reader.
- **Oral presentations:** clear and confident presentation of information to a group.
- **Explaining:** orally and in writing.
- **Global awareness:** in terms of both cultures and economics.

3) SUBJECT-SPECIFIC SKILLS

- **Computer literacy:** ability to use a range of software.
- **Commercial awareness:** understanding of business issues and priorities.
- **Political sensitivity:** appreciates how organisations actually work and acts accordingly.
- **Ability to work cross-culturally:** both within and beyond the UK.
- **Ethical sensitivity:** appreciates ethical aspects of employment and acts accordingly.
- **Prioritising:** ability to rank tasks according to importance.
- **Planning:** setting of achievable goals and structuring action.
- **Acting morally:** has a moral code and acts accordingly.
- **Coping with ambiguity and complexity:** ability to handle ambiguous situations.
- **Problem-solving:** selection and use of appropriate methods to find solutions.
- **Influencing:** convincing others of the validity of one’s point of view arguing for and/or justifying a point of view or a course of action.
- **Resolving conflict:** both intra-personally and in relationship with others.
- **Decision making:** choice of the best option from a range of alternatives.
- **Negotiating:** discussion to achieve mutually satisfactory resolution of issues.
- **Teamwork:** can work constructively with others on a common task.



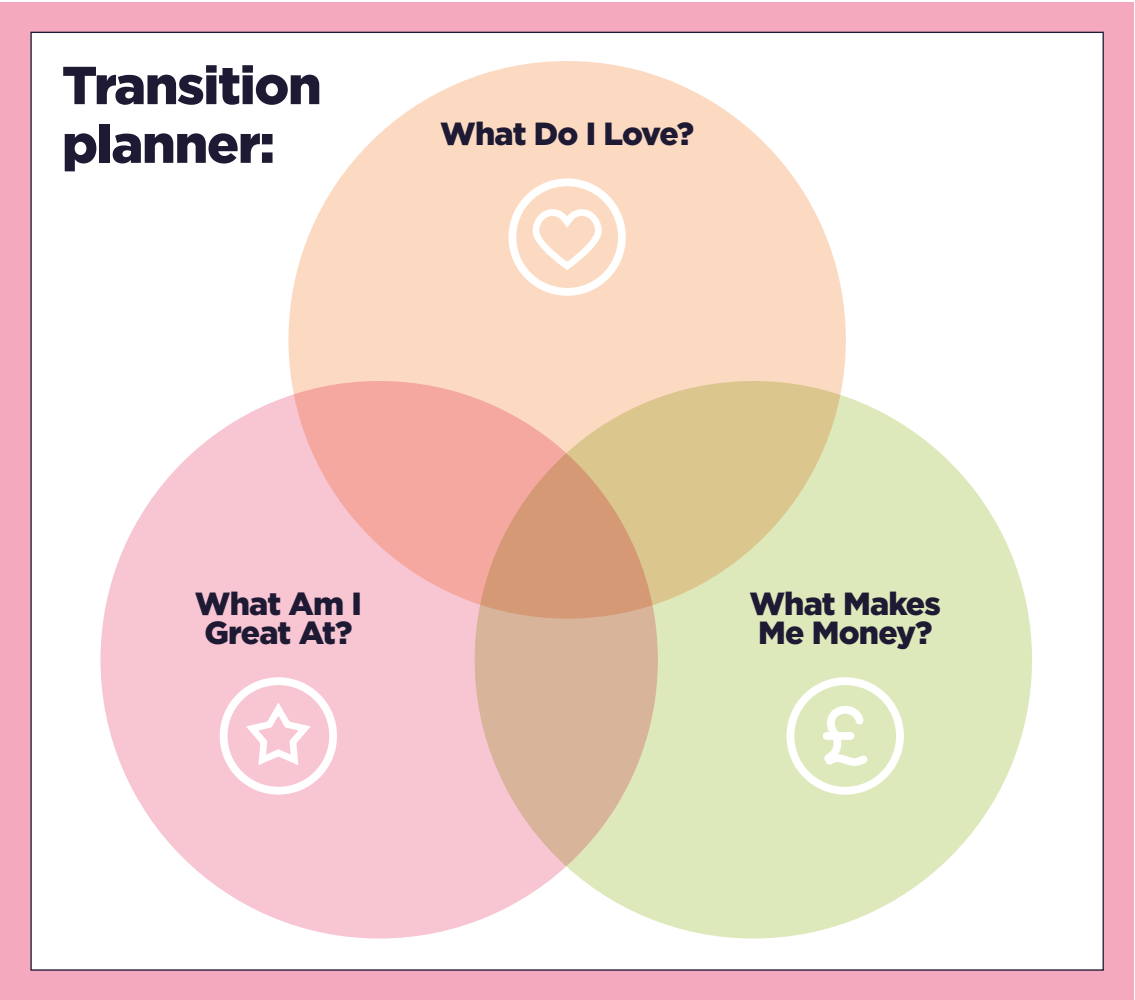
ACTIVITY
Circle skills/
capabilities you
possess:

What comes easy:	What I find challenging:
Areas I can improve:	What do I avoid:

Skills, passions & practicalities

In the circles below list down as many examples as possible of:

- 1. what you love
- 2. what you are great at
- 3. what makes you money



“

I believe in finding something that you love so that it never feels like a job. I aligned my career to something that was never going to make me a millionaire, more something that made me get out of bed with a spring in my step.

IAN FISHER,
YORKSHIRE CCC S&C COACH



The Entrepreneur

The main skills and abilities of the entrepreneur are:

1. CREATIVE THINKING

Entrepreneurs are known for thinking outside of the box. They often see connections and possibilities where others do not.

2. LEADERSHIP

Entrepreneurs often have great ideas and are skilled at getting buy-in from investors and employees.

3. RISK TAKING

Entrepreneurs often seem more comfortable with risk than other business leaders. It can lead to tremendous failures, but also stunning successes.

4. STRONG WORK ETHIC

Being an entrepreneur may seem flashy and exciting. But a lot of hard work and long hours are required to launch something new.



Take the entrepreneur quiz:
get2test.net/get2test.html



When you know exactly what you want, your decision making becomes simple.

MATTHEW WOOD,
EX-YORKSHIRE CCC

Knowledge & experience



It was fantastic being able to get the opportunity to do work experience in investment management. It was great to see, and be a part of, the tasks that are carried out on a day-to-day basis in a profession that really interests and excites me. It was also good being in a different environment and realising that my career aspirations/ interests after cricket are definitely the route I want to go down, and I think spending time on work experience in an area you're interested in is a key part of that process of realising whether something is for you or not.

HARVEY HOSEIN,
DERBYSHIRE CCC

Type of employment/ Sources of income

Employed

- Work for someone else.
- Value job security, steady income and benefits.
- Money, no time to enjoy it (22-27 hols per annum).
- Limited income potential, trading your time for money.
- Can never stop working.

Own a business

- Builds Assets.
- Unlimited income potential.
- Money and time to enjoy it.
- Leverage teams rather than individual effort.
- Income flows whether you work or not.

Self-employed

- Work for yourself.
- Value independence 'doing things my way'.
- Money and no time to enjoy it. Trades time for money. The more I work the more I make'.
- People who do not want to be told how or when to work.
- Can never stop working. When you stop working you stop earning.

Investor

- Unlimited income potential.
- Makes money work for money.
- Income flows whether you are there or not.
- Invests in assets.
- Requires knowledge and expertise. Pay the broker well.

Aligning financial aspirations with career aspirations

THE IDEA
A sportsperson’s career can be relatively short, true. One of the things a sportsperson can control is the amount in % of their salary they can save. If you have financial alignment and are living within your means you will be able to pay yourself 10% of all your net earnings into a savings plan for a rainy day. Financial worry and burden are one of the most common problems when a sportsperson nears the end of their career. By paying yourself first throughout your career you ensure a controlled nest egg of money guaranteed, no matter how long your career lasts. Most people will pay themselves last after all the bills and see whatever is left, if any by the end of the month. The idea of paying yourself first allows you to contribute without an excuse. If you find you have not got enough for your bills, this will serve as a good barometer that you are not living within your means.

IT’S NOT HOW MUCH YOU EARN ITS HOW MUCH YOU KEEP
It is important to remember that by paying yourself as a percentage it will allow you to save in alignment with your salary increases. As a sportsperson climbs the ladder of success this is usually rewarded with an increase of salary and the opportunity to have a greater income. With bigger earnings come bigger temptations. The trappings of expensive upgrades and exposure to increase in liabilities (mortgages and car payments).

Remember if you earn £50k+ per annum and save zero, or earn £30k per annum and save zero, if you are suddenly out of the game the person on £50k could be more vulnerable due to the lifestyle you have created.

FIGURE OUT WHAT YOUR REAL MOTIVATION IS

The real motivation has to be important to you, that way it creates a value to you. Make your motivation an intrinsic one rather than an extrinsic one.

TO HAVE FINANCIAL GOALS

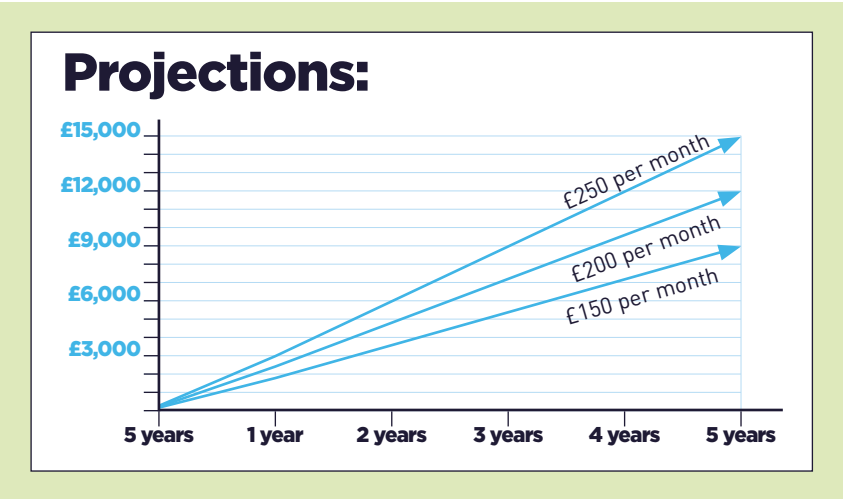
Every sportsperson is familiar with the power of goalsetting therefore this concept will make sense. SMARTER goals in finance are crucial and will help you to be clear on what you want and how you can achieve this.

GOOD HABITS, DISCIPLINE AND BENEFITS

Having good discipline with your finances early in your career will allow you to develop useful habits and allow you to appreciate the value of your money earned. The long-term benefits will give you well needed flexibility later in life and help you maintain the control of your finances and could improve your investment options.

AUTOMATE IT

Set yourself up with a direct debit on the first day you get paid or create a monthly electronic debit to your savings a/c. You will only miss it the first couple of times and then you will forget about it and get used to operating on the money in your current account.



Exploring career options

What is your aspiration / dream job?

Think big – it doesn't need to currently exist.

Draw and/or describe your dream job here.

Consider people, places, environment and activities...

“Myself & Natalie Sciver were lucky enough to be granted personal development funding last year. With this we wanted to further our education for future plans of running our own business together. It is very difficult to find something you can enjoy or have fulfilment in like we do cricket, but this has brought us one step closer to that. We encourage everyone else to do the same during their cricket careers as it has brought some security and eased some anxiety towards life after cricket.

**KATHERINE BRUNT,
ENGLAND**



Career research

“Making use of my off season to get work experience in different industry is a useful short term strategy to plan for life after cricket, and using the PCA to help with gaining specialised qualifications has been a great long term strategy for life after cricket. Attending the PCA taster session was a great way to understand which areas I may want to focus on outside of cricket, allowing me to find industries and sectors I may have an interest in. Building an awareness of my interest away from cricket has been invaluable in planning my winter activities.

**IVAN THOMAS,
KENT CCC**

Career researching skills

For individuals who are unsure about what types of careers are out there that might be of interest and suitable for them then browsing career and job profile websites, speaking and listening to people talk about their careers/jobs, and taking simple interest and skill assessment quizzes can be a good starting point.

ACTIVITY

Using the National Careers Service website link opposite, spend 30 minutes browsing careers in sectors of interest and identify a maximum of 5 careers of interest to you. List them below ranking in order of interest and highlight key reasons for your choices (* you may want to repeat this process).

Below is a list of informative job profile and career insight websites.

- National Careers Service: nationalcareersservice.direct.gov.uk/job-profiles/home
- Prospects: prospects.ac.uk/
- Laps link: laps.careers/
- Start: quest.startprofile.com/
- Icould: icould.com/
Icould YouTube site: youtube.com/user/icouldstories

“When it comes to career development, it can be as much about who you know, as what you know. We would always recommend investing some time and effort into building connections and identifying people who may be able to help with your next career move. If your connections understand your career aspirations, goals and what sort of roles you may be looking for, this will help them to help you. And you never know when you will be in a position to be able to pay it back in the future! **LODDERS SOLICITORS LLP**

For individuals who have a clearer idea of the sector or types of jobs they would prefer to do, the sites also offer specific details about careers / jobs to inform what skills and training are required for entry into each career and where to find additional information on employers and job opportunities. The other option is to

consider whether through your network and your networks' network whether there is anyone you could connect with face to face who does this specific job. This is often the most efficient and informative way to ascertain whether a job/career area is suitable and accessible for you.

Job Title	Key Reasons for Interest e.g. environment, money, tasks, people, creativity, variation...
1.	
2.	
3.	
4.	
5.	



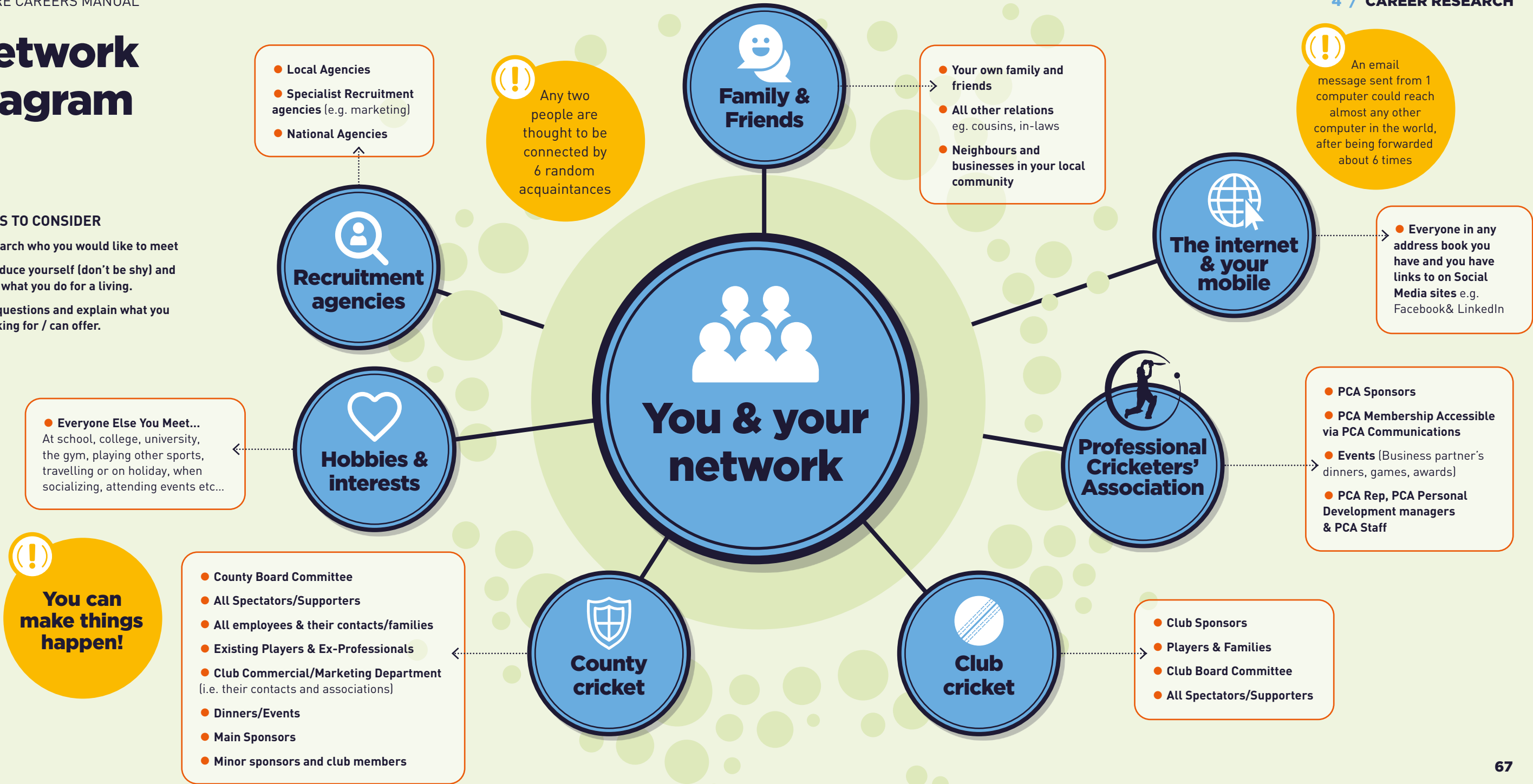
ACTIVITY:
Create your own network diagram to highlight the groups of people across different environments you are linked with that may be in a position to help you gather career insights and advice.



Network diagram

THINGS TO CONSIDER

- Research who you would like to meet
- Introduce yourself (don't be shy) and explain what you do for a living.
- Ask questions and explain what you are looking for / can offer.



Social media

Used well, social networking sites are powerful tools to aid career exploration and networking. If you haven't already, create a LinkedIn account and start building your profile and growing your professional network by connecting with companies and groups in areas of particular interest.

What is LinkedIn?

It is a professional social network that allows you to create a professional profile that acts like a CV to showcase your knowledge, skills and experience to the professional world. Once registered and you have uploaded your details you can connect with other professionals, join career interest groups, look-up company profiles and also search, apply and post job vacancies.

A good LinkedIn account allows you to broaden and maintain your network, develop your online brand, and research and connect with career sectors and employers of interest.



ACTIVITY:

Create or update your LinkedIn profile and consider how you can increase your connections in career areas of potential interest by following certain individuals and companies or joining special interest groups.



GETTING STARTED...

Filling out a profile isn't difficult, but there are some important best practices you should follow to make sure yours is as powerful as possible:

- Start with a professional photo. That photo may be your first impression with a potential employer.
- Make your headline stand out. By default, LinkedIn populates your headline with your job title and current company – decide if this is the headline you want – if not, change it to suit your specialty and tailor your audience. Try to keep your headline to about 10 words.
- Complete the "Summary" field with 5 of your biggest achievements. Use clear fonts / bullets to make this easy to read.
- Add images or documents to your experience. You can add media files or visuals to enhance your impact, showcase your skills and stand out.
- Complete your profile as fully as possible with all the key facts plus any interesting information about you that makes you come across as a well-rounded individual.
- Keep your work history relevant to your current career goals.
- Ask for recommendations. Endorsements are great, but recommendations are the currency of the realm on LinkedIn. Reach out to past colleagues, managers, and associates and ask that they write you a recommendation.
- Use status updates to share industry-relevant content. This can help show recruiters that you are focused and in-the-know in your industry.



More guidance...

For easy to follow details on how to get started, go to: [linkedin.com/learning](https://www.linkedin.com/learning) and search for 'creating a LinkedIn profile' - there you will find the latest information at the top. We suggest viewing the 'Creating a great profile' video as an easy guide.



Sign up to our Professional cricketers in business network

Contact Charlie Mulraine
charlie.mulraine@thepca.co.uk
to be sent an invitation.

Gap & needs analysis

Following your career research via face to face networking or online information and communications, review your 5 careers of interest and undertake a gap and needs analysis to identify what, if any, action is required to increase your likelihood of employability in this area e.g. further study, work experience, practical training etc...

ACTIVITY:
Capture the gaps in your skills, knowledge and experience and what action would be required to meet entry requirements.

Job Title	Gaps in Skills, Knowledge and Experience	Needs/Actions Required
1.		
2.		
3.		
4.		
5.		



Education (formal & informal)

There are many options for study now available to cricketers.

Consider what level of education and workload you are looking for as this will determine your options and what is best for you to do.

Short courses

If you want to start learning in an area without too much time commitment or financial commitment then short courses may be best.

FREE DISTANCE LEARNING

- Future Learn – futurelearn.com/courses
- Alison Learning – alison.com/

FEE PAYING WITH ATTENDANCE PT & FT OR BLENDED LEARNING

- Various - College/Uni/Learning institutions

If you are looking for formal recognition of learning or professional/vocational qualifications then you will be looking at longer, more challenging and more expensive courses:

- Certificate, Diplomas, Foundation/Degrees, Masters, Vocational Specialisms

As with all study options, make sure you map out how the course will fit around your cricket and other life commitments. Consider how long you have to complete the course, what mode of study is best for you (distance learning, attendance or a mixture - blended), and whether you want to complete it part-time or full-time.

WHERE TO GO FOR MORE INFORMATION AND ADVICE:

- GOOGLE search works - most good courses/providers have a strong presence and can be easily found via this route.
- Degree Study: www.ucas.com
- Postgraduate Study Guide: www.prospects.ac.uk/pgstudyguide

Education funding

The PCA funds 50% of individual personal development courses up to a maximum of £1,500 per year for current and former members (e.g. a £3,000 course qualifies for a reimbursement of £1,500).



Contact your
Personal Development
Manager for
individualised support
and guidance.



“On tour, I found that as much as it was intense mentally and physically there is also downtime which I started to use a bit differently towards the end of my career. When I was younger, it was often watching boxsets which was great fun, but as I got older I started to use that time to brainstorm business ideas and study. I eventually completed my sports science and management degree through the open university which gave me security and allowed me to plan ahead for when it came to retiring. The support of the PCA helped me hugely throughout that process of studying.

**LYDIA GREENWAY,
EX-ENGLAND PLAYER**

Finding
Work

“By having the backing of the PCA funding scheme I changed my view on what I could afford. The 50% support for my electrician certificates allowed me to get started without worrying about cost. It’s a real benefit of being a member that players appreciate.

**JOSH BOHANNON,
LANCASHIRE CCC**

Searching for work/ Work experience

The average job search can take between 6-9 months, however, with a clearer understanding of where and how to look for jobs of interest you are more likely to reduce this time and also reduce the high levels of stress often associated with finding a new job.

IDEALLY BY NOW YOU HAVE NARROWED DOWN...

- Sectors/Job areas of interest.
- Gained industry insight via your network.
- What additional training or learning might be required - and come up with a plan of what you can do to bridge the gaps.



Route 1

Use your face-to-face network or tap into your wider social network (e.g. LinkedIn) to find job opportunities or work experience.



Route 2

Research and target companies in areas of interest and speculatively enquire about work opportunities using a cover note and CV.



Route 3

Submit your CV to job sites / recruitment agencies for their assistance in finding jobs of interest and/ or apply directly for advertised opportunities through their websites.

The UK’s most popular job sites 2019

1. INDEED

Indeed helps companies of all sizes hire the best talent and offers the best opportunity for job seekers to get hired.

2. TOTALJOBS

TotalJobs have over 280,000 live jobs adverts on their site, helping you to find any type of job, in any industry, wherever you are based.

3. REED

Reed features vacancies from over 25,000 recruiters a year, including private and public sector employers, leading recruitment agencies and consultants from REED’s network of 350 offices across the UK, and around the world.

4. CV-LIBRARY

CV-Library is the UK’s leading independent job board and hosts 175,688 jobs across all sectors for the nation’s jobseekers.

5. GLASSDOOR

A new entry on our list for 2019. Glassdoor offers millions of the latest job listings, combined with a growing database of company reviews and more.

6. MONSTER

If you’re thinking about a new job or career, Monster helps you explore the possibilities and find the roles that are right for you.

7. ADZUNA

Adzuna search thousands of websites so you don’t have to and bring together millions of ads so you can find every job, everywhere.

8. JOBS.AC.UK

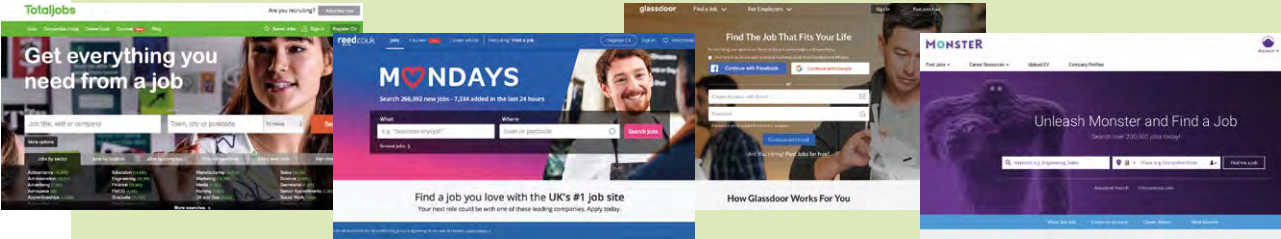
Jobs.ac.uk is the leading international job board for careers in academic, research, science and related professions.

9. GUARDIAN JOBS

Dropping one place since 2018 but coming in at a respectable ninth is Guardian Jobs. With an audience comprising high-quality job seekers, Guardian Jobs only list the highest calibre vacancies in key sectors.

10. JOBSITE

Jobsite offer jobseekers the chance to search, view and apply for over 280,000 live job adverts, in any industry, across the UK.



Job readiness check list

Place a cross on the line that corresponds to your level of agreement with each of the statements below.

	STRONGLY DISAGREE	DISAGREE	NEITHER AGREE NOR DISAGREE	AGREE	STRONGLY AGREE
1. Awareness of my skills and capabilities within the work place					
2. Evidence of my skills and capabilities					
3. I have an up to date and fit for purpose CV					
4. I regularly network with people in career areas of interest					
5. I know what I want to achieve in my next career and have a clear picture of my ideal job					

	STRONGLY DISAGREE	DISAGREE	NEITHER AGREE NOR DISAGREE	AGREE	STRONGLY AGREE
6. I allocate enough time to plan and prepare myself for my next career, setting regular and realistic goals					
7. I manage my time effectively and efficiently, spending the greatest time doing things I enjoy and am good at					
8. I regularly set myself challenges to go beyond my comfort zone and learn and experience new things					
9. I regularly seek and am comfortable receiving feedback on my performance					
10. I often reflect on my personal development progress against goals I have set myself					

CV guidance & template



CV’s take a while to perfect.

A good way to start is by trying to provide information under each of the 10 sub headings on the blank CV template below.

Once completed, your Personal Development Manager will go through this with you and provide feedback and guidance on what you need to do next.

1. PERSONAL INFORMATION

This includes your name, location/address, contact number and appropriate email address.

2. PERSONAL STATEMENT

This should be a short (3/4lines) summary of your main ‘selling’ points. It should cover the questions ‘Who am I?, Where have I been?, Where am I going?’ with a summary of relevant areas of your life and key skills. The Personal Statement will give the employer a good indication as to whether you have the skills and abilities needed for the position so think about this section carefully!

3. KEY SKILLS

List between 3 and 5 skills that you possess linked to your career/job area providing an example (achievement based if possible) to illustrate where you have developed or displayed this skill e.g. Leadership – Captaining the 1st XI squad who won...

“You can be the most talented individual in the world with a slick interview technique but if your CV doesn’t reflect this ability these skills will never see the light of day. Getting your CV right is fundamental to successful job hunting.”

CHARLIE MULRAINE,
LEAD PERSONAL
DEVELOPMENT MANAGER

4. EMPLOYMENT / WORK EXPERIENCE

This includes cricket and any other work or volunteering you may have done paid or unpaid. Include any work experience you may have done even at school or during the off season no matter how short.

State your most recent employment/work experience first, and work backwards following the template overleaf - it makes sense to start with where you are now/ have been most recently. Under each position include a brief statement about your main responsibilities and emphasise any skills used, learned/developed during that time. Try and highlight your achievements at work rather than providing a description of the job itself.

5. CRICKET / SPORTING ACHIEVEMENTS

List highest achievement first and date achieved – this might be international representation, being part of a winning side or your own individual stats/awards. You may wish to include other sporting achievements of note.

6. OTHER ACHIEVEMENTS

Include here any non-sporting representative honours, achievements or positions of responsibility that you are proud of or that demonstrate your range of skills e.g. awards, titles/positions held, skills learnt, fundraising efforts, charity/community support work - include dates and brief details.

7. EDUCATION

State your most recent education first and work backwards - it makes sense to start with where you are now / have been most recently. List the subjects you are studying/have studied. If completed, then include the grades attained alongside each subject.

8. OTHER QUALIFICATIONS & TRAINING COURSES

List other qualifications gained, courses attended and in what year and month if known.

9. INTERESTS

This is an opportunity to acknowledge the range of activities you enjoy undertaking outside of work e.g. reading, sports, playing a musical instrument, supporting charities, travel etc.

10. REFERENCES

Simply write “References available on request” below this heading.

Full Name

Location/Address:
Mobile: 07000 000000
Email: Joebloggs@hotmail.co.uk

PERSONAL STATEMENT

KEY SKILLS

EMPLOYMENT / WORK EXPERIENCE

Example:

Dates	Job Title	Name of Company	Location
Sept 2017 – to date	Professional Cricketer	County Cricket Club	London

Club Captain
Responsibilities include playing for 1st XI, promoting the club and the game in the local area through presentations, speeches, media interviews and coaching, and networking with key stakeholders.

CRICKET / SPORTING ACHIEVEMENTS

OTHER ACHIEVEMENTS

EDUCATION

Example:

2014-2015	New School, Waltham	3 A Levels: Biology (A), Geography (C), English (D) Head Boy / Prefect
2012-2013	New School, Waltham	9 GCSEs (including maths and English)

ADDITIONAL QUALIFICATIONS & TRAINING

Example:

October 2017	Sales and Marketing course, Goodform Training, Edgbaston
September 2016	Gym Instructor Qualification (level 2), YMCA
February 2016	ECB Level 2 Cricket Coaching Qualification

INTERESTS

REFERENCES

Available on request



General tips

- ☐ **ABOVE ALL YOUR CV SHOULD DEMONSTRATE YOUR UNIQUE BLEND OF SKILLS AND EXPERIENCE.**
Make sure you include examples of key skills and achievements.
- ☐ **KEEP IT SIMPLE.**
Your choice of font and layout are key to making sure a would-be employer carries on reading your CV. Simple formats work best.
- ☐ **DON'T BE GENERIC.**
Work out who or which industry sector your CV is destined for and tailor it to highlight the right aspects of your experience for them.
- ☐ **CHECK AND CHECK AGAIN.**
Avoid errors at all costs. This means spelling mistakes, dates which conflict with one another and incorrect email address and phone number.
- ☐ **KEEP IT UP TO DATE.**
Firing off an old CV will look unprofessional, so make sure that you regularly update and tailor it to meet the requirements of any jobs you are applying for.
- ☐ **CONSIDER USING A TEMPLATE.**
This could make your CV easier to read and ensure you include all the most important aspects of your work history.
- ☐ **WHERE POSSIBLE KEEP TO 2 PAGES**

Cover letters

The covering letter may be the first point of contact you have with the employer and is therefore of crucial importance. It should link your suitability with the vacancy and must entice the employer to carry on and read your CV. The letter is even more critical if your application is a speculative one.

Content of the cover letter

The covering letter should be typed (unless otherwise stated) on no more than one page of good quality plain A4 paper, of the same size and style as your CV. It should be neatly laid out in the style of a business letter.

IT SHOULD:

- Set the scene. State what job you are applying for and where you saw the advertisement. Confirm that the CV is attached.
- Explain why you are interested in the job and/or the organisation - here you could carefully target your letter and say something specific about the organisation.
- Explain why your unique blend of knowledge, personal skills and experience make you a strong candidate. Point out what you have to offer the organisation.
- Indicate what you hope to gain from the job and where it fits into your career plans.
- Conclude positively. Tone is very important. If you are applying speculatively, you may want to add that you will follow up your letter with a telephone call within a specified period of time.
- Try not to use exactly the same expressions that appear in your CV. If you are replying to an advertised post, look again at the advertisement and the job description and show how closely you meet their requirements.



Speculative applications

- If you are making a speculative application, the letter is even more important. It must state what you want and expect from the organisation as well as describing what you have to offer in terms of skills and experience.
- Address the letter to the most appropriate person in the organisation - you may have to research this, usually by making a telephone call to check the relevant name and job title (beware of misspelling names!).
- Clearly state what job you are interested in.
- Say why you have chosen to apply to that particular company or organisation. Show you know something about them, their products and/or services - you may need to research this carefully.
- Influencing the decision - you will need to convince the employer that you can do the job for which you are applying. The style and tone of your letter should be persuasive.
- State when you are available for interview or discussion.



CHECKLIST

Do:

- ☐ Address it to the most appropriate person.
- ☐ Ensure that your letter supports rather than repeats your CV.
- ☐ Show you have thought carefully about your 'fit' for the job you are applying to.
- ☐ Let the language used reflect your enthusiasm.
- ☐ Ask someone to read over it!

Don't:

- ☐ Address your letter to Sir / Madam if there is a named contact.
- ☐ Send the letter off without having it checked for spelling and grammatical errors
- ☐ Underestimate the covering letter's potential to make an impact.

Interview skills

There are many things you can do to help you perform well at interviews.

Before the Interview

DO YOUR RESEARCH

The interviewers will expect you to have researched their company as well as the job so always check out the company's:

- Mission statement
- Values
- Company structure
- Key staff
- Recruitment procedures
- Products/services
- Main competitors/position in the market
- Standards the company may need to adhere to
- Staff development opportunities
- Current News/Events affecting the company or sector

Whilst doing this research consider what attracts you most to the company.

Consider what types of questions you might be asked, and prepare your responses

You don't know the exact questions you'll be asked at a job interview but you can make an informed guess by:

- Reading the job description
- Reading the person specification (if there is one)
- Visiting websites that provide feedback from people who have been interviewed by some major companies e.g. [glassdoor.co.uk/interview/index.htm](https://www.glassdoor.co.uk/interview/index.htm)



Advice from Lodders What are companies trying to find out when they interview you?

- Can you do the job?**
- You will be asked about your experience and approach to work

- Will you do the job?**
- The company will be trying to find out why you applied for the job, whether you are likely to accept the job and whether you would work hard if you got the job

- Will you fit in?**
- They will be assessing whether your personality and style/ approach to work will fit in with the company and team members

- Will you take the company forward and bring new fresh ideas or networks with you?**
- The company will want to find out how your skills and expertise will help them to be competitive and successful, e.g. can you help them win new contracts, gain new customers, create new products

Frequently asked interview questions

- >> WHY DO YOU WANT THIS JOB/ROLE?
- >> WHAT INTERESTS YOU ABOUT THIS JOB?
- >> TELL ME ABOUT YOURSELF.
- >> HOW WOULD YOU/YOUR FRIENDS DESCRIBE YOU?
- >> DESCRIBE YOUR CAREER GOALS.
- >> DO YOU PREFER TO WORK ALONE OR ON A TEAM?
- >> WHAT IS YOUR GREATEST STRENGTH?
- >> WHAT IS YOUR GREATEST WEAKNESS?
- >> WHAT ARE YOU PASSIONATE ABOUT?
- >> WHAT CHALLENGES ARE YOU LOOKING FOR IN YOUR NEXT JOB?
- >> WHAT DID YOU LIKE OR DISLIKE ABOUT YOUR PREVIOUS JOB?
- >> WHY ARE YOU LEAVING YOUR LAST JOB?
- >> WHAT DO YOU FIND ARE THE MOST DIFFICULT DECISIONS TO MAKE?
- >> WHAT HAVE YOU LEARNED FROM YOUR MISTAKES?
- >> WHAT MAJOR CHALLENGES HAVE YOU HANDLED?
- >> WHAT WAS YOUR BIGGEST ACCOMPLISHMENT
- >> WHAT RELEVANT EXPERIENCE DO YOU HAVE?
- >> WHAT DO YOU THINK THE MAIN CHALLENGES WILL BE IN THE ROLE?
- >> TELL ME ABOUT A TIME WHEN YOU HAD A DIFFICULT ISSUE TO OVERCOME
- >> TELL ME ABOUT A TIME WHEN YOU HAD TO SHOW INITIATIVE/CREATIVITY/ LEADERSHIP/TEAM SKILLS
- >> TELL ME ABOUT A TIME WHEN YOU'VE HAD TO DEAL WITH A DIFFICULT EXPERIENCE AT WORK AND HOW YOU HANDLED IT?
- >> TELL ME ABOUT A TIME WHEN YOU HAVE GONE THE EXTRA MILE
- >> WHAT DO YOU KNOW ABOUT THIS ORGANISATION?
- >> WHY DO YOU WANT TO WORK FOR THIS COMPANY?
- >> WHAT CAN YOU CONTRIBUTE TO THIS COMPANY?
- >> WHY ARE YOU THE BEST PERSON FOR THIS JOB?
- >> WHERE DO YOU SEE YOURSELF IN 5 YEARS TIME?

Popular types of interview questions

COMPETENCY BASED QUESTIONS

As past behavior is a good indicator of future behaviour it is common for interviewers to ask you questions about times when you have demonstrated a specific competency needed for the job. These questions often start with ‘give me an example of a time when ...’ or describe a situation where you...

To ensure you answer these fully, consider using the **S.T.A.R. technique**

- S** **SITUATION:** briefly describe the situation you were in/what the issue was
- T** **TASK:** what were you asked to do/what was your role?
- A** **ACTION:** what action did you take? Be explicit about the role you played
- R** **RESULT:** what was the outcome? What made it successful or unsuccessful? What would you do differently in the future?

VALUES-BASED QUESTIONS

Some companies will be keen to establish whether your personal values match theirs e.g. tell me about a time when you demonstrated integrity, honesty or respect for others. The S.T.A.R. template can again be applied here.

SCENARIO QUESTIONS

The interviewer may choose to ask you to explain what you would do in a specific work-based scenario as a way of assessing your knowledge and problem solving skills. e.g. ‘Our client base has been declining over the past year. What would you do to retain and attract new clients?’ ‘Team morale has been low due to recent staff changes. How would you motivate your team?’

Before your interview

CONSIDER HOW YOU PRESENT YOURSELF

DRESS SMARTLY, UNLESS TOLD OTHERWISE

If unsure, ask what the dress code is and then ensure you meet or exceed this.

PLAN YOUR JOURNEY

Planning your journey will help you to ensure you arrive at your destination in plenty of time to be calm and composed before you are called in for interview.

Ensure you know exactly where you are having your interview (some companies have large or multiple sites), always check the building location and access/parking options – including whether you need to pay for parking and how much!

If travelling by public transport, allow extra time should there be any delays or cancellations.

It can be helpful to go on a dry run at a similar time of day so you are familiar with the route.



JUST BEFORE YOUR INTERVIEW

- Have a good night’s sleep
- Prepare your outfit in advance
- Allow plenty of time to get ready
- Arrive early – at least 10-15 minutes before your time slot
- Take deep breaths if you feel panicky



Tips for making a positive impression

Smile

Hand shake

Eye contact

Use of hands & active listening

Body position

Remembering names

Types of interview

SCREENING INTERVIEWS

FACE-TO-FACE INTERVIEWS

PORTFOLIO BASED INTERVIEWS

TECHNICAL INTERVIEWS

After the interview

- Email the company to thank them for the interview.
- Reflect on your performance...
- Ask for feedback if useful regardless of whether you are successful or unsuccessful, accepting that not all companies will provide this.

Useful websites for further information

- National Careers Service <https://nationalcareersservice.direct.gov.uk/job-profiles/home>
- Prospects <https://www.prospects.ac.uk/>
- Target jobs <https://targetjobs.co.uk/>

“ Having been fortunate to gain work experience in recruitment at Macildowie and help from the PCA, I’ve gained valuable knowledge of job hunting and the interview process. Understanding these processes more clearly has really made me feel at ease for when my playing career finishes. I know I’ll be able to understand and deal with these future challenges because of these experiences.

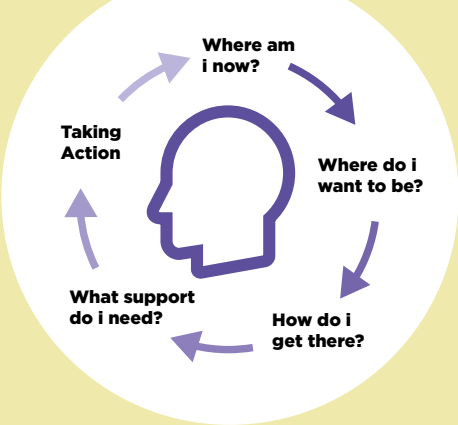
**GRAEME WHITE,
NORTHANTS CCC**

Self Reflection & Action Planning

“ If I spoke to a young player now, I would tell them that they’ve got to get something set in motion. It could be anything – any course that’s offered by the PCA. You might find something that you really love, but you’ll never know unless you try.

**MICHAEL LUMB,
EX-ENGLAND, HAMPSHIRE & NOTTINGHAMSHIRE**

Time for self reflection



Place a cross on the line that corresponds to your level of agreement with each of the statements below.

	STRONGLY DISAGREE	DISAGREE	NEITHER AGREE NOR DISAGREE	AGREE	STRONGLY AGREE
1. I am fully aware of my skills, experience, knowledge and attributes.					
2. I have an up to date CV that highlights my strengths and skills.					
3. If my cricket career finished today I would be prepared for another career.					
4. I maintain regular contact with professionals in career areas of interest to know how relevant my skills and expertise are to my future employability and career goals.					
5. I am clear in my motivations in life and these are aligned with my career goals.					
6. I know how I learn best and always take advantage of opportunities to learn.					
7. I feel good about myself and have underlying self-confidence in my capabilities.					

Re-cap: Where am i now?

Place a cross on the line that corresponds to your level of agreement with each of the statements below.

	STRONGLY DISAGREE	DISAGREE	NEITHER AGREE NOR DISAGREE	AGREE	STRONGLY AGREE
1. I have a clear idea of what I want to achieve in my career after cricket.					
2. I know what I want to achieve in my personal life.					
3. I allow myself enough time to plan my future and regularly set short-term learning and career development goals.					
4. I have examined how my current skills and experience could be applied to different career options.					
5. I know what level and balance of skills and knowledge will be required in future career opportunities.					
6. I recognize the benefits and limitations of pursuing particular career paths.					
7. I make the most of my network and contacts for advice and guidance on future career plans.					
8. I have made an informed decision on my future career based on a realistic assessment of my core strengths, motivations, experiences, opportunities and constraints.					

Where do I want to be?

Personal development
has no endpoint, we
are on a continuum
until the end.

Place a cross on the line that corresponds to where you want your level of agreement for each statement to be in six months' time.

	STRONGLY DISAGREE	DISAGREE	NEITHER AGREE NOR DISAGREE	AGREE	STRONGLY AGREE
1. I have a clear idea of what I want to achieve in my career after cricket.					
2. I know what I want to achieve in my personal life.					
3. I allow myself enough time to plan my future and regularly set short-term learning and career development goals.					
4. I have examined how my current skills and experience could be applied to different career options.					
5. I know what level and balance of skills and knowledge will be required in future career opportunities.					
6. I recognize the benefits and limitations of pursuing particular career paths.					
7. I make the most of my network and contacts for advice and guidance on future career plans.					
8. I have made an informed decision on my future career based on a realistic assessment of my core strengths, motivations, experiences, opportunities and constraints.					

How do I get there?

Place a cross on the line that corresponds to your level of agreement with each of the statements below.

	STRONGLY DISAGREE	DISAGREE	NEITHER AGREE NOR DISAGREE	AGREE	STRONGLY AGREE
1. My daily routines will lead me towards fulfilling my goals.					
2. I have excellent self-management skills.					
3. I continually set myself specific career development goals with measurable outcomes and deadlines. They are committed to paper, are flexible and reviewed regularly.					
4. I break these goals into manageable realistic steps.					
5. I have one or more guides and mentors who can help me set realistic plans and goals.					
6. I maintain and make effective use of up to date information about careers of interest.					
7. I have pinpointed the people who can help me achieve my goals/objectives.					

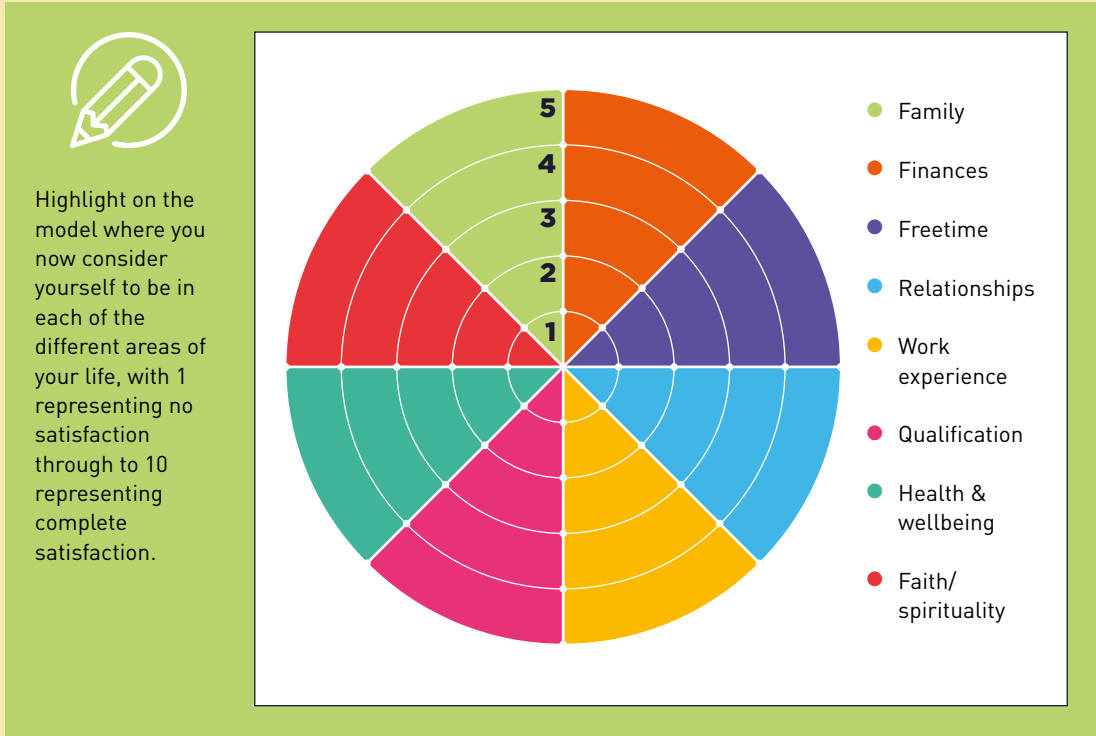
What support do you need to get there?

Place a cross on the line that corresponds to your level of agreement with each of the statements below.

	STRONGLY DISAGREE	DISAGREE	NEITHER AGREE NOR DISAGREE	AGREE	STRONGLY AGREE
1. I surround myself with people who are positive and support my goals					
2. I can clearly articulate my strength in written or visual communication					
3. I have high level research skills with a proven track record of investigating and creating new opportunities					
4. I have one or more role models, mentors / coaches who I can learn from and receive support in my personal and professional development					
5. I regularly listen/read books, journals and blogs in career areas of interest and broader career areas.					
6. I manage my time effectively and efficiently.					

Action planning

Review questionnaires and notes/learnings made throughout this manual.



Long term vision



Where will I be in 5 years?
Write or draw below your long term vision of where you now see yourself



What do you need to do to achieve this?
Use the Personal Development Template below to outline your areas for growth, actions needed, support/resources required and timescales of when you hope to achieve your goals.

Area for development	Date I will have completed by	I will achieve this by State how you will achieve the target – methods to be used and resources and people needed	How will I know I’ve been successful What will success look/feel like?	Progress Note specifics that worked and didn’t work and areas for further development
1.				
2.				
3.				
4.				
5.				
6.				

A closing thought

The PCA Team hope this resource has helped you to better understanding yourself and your unique set of interests, attributes, skills and experience, as well as provide you with some practical guidance on how to become job ready.

The field of work, like the field of play, is constantly evolving and so having a greater awareness of where you currently are and where you want to be will significantly help you to navigate your way to a more fulfilling future. As your career progresses you may wish to repeat this cycle of career exploration by revisiting sections of this manual to re-assess your current position and set new goals.



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