

not  
your hand, y-  
to the player next  
ding cards. One is to dis-  
e heart cards as there are all e  
re all worth points. The object of the ga-  
most number of points. The Queen of Spades is w-  
ken points and each heart card is worth one point.  
- tactic is to void a suit which is the one I prefer  
llows you to throw the 'bad' cards away at  
ed. ... two of clubs starts the game  
and each player lays da-  
try to lay down  
a club the  
11 ca

## CAREER GUIDANCE

FEMALE AGED 35-45

### GENERAL CHARACTERISTICS

An apparently friendly, easygoing and confident writer. One who enjoys the company of others - but very few are allowed to intrude upon her personal life, or to get to know her well.

### PERSONALITY STRUCTURE

A writer who has learned over the years to be self-sufficient despite needing to be included as an integral part of her family and those with whom she lives and works on a daily basis. This is an individual to whom her background and past people and events are very important, and whilst she does not overtly demonstrate her need for these to remain constant - she does not feel nearly as secure and confident as most believe she is.

Over the years she has learned to appear competent and relaxed - apparently communicating freely and contributing generously to those around her. She has many friendly acquaintances, but very few long standing and genuine friendships. The writer tends to 'butterfly' in and out of peoples lives on their terms, rather than her own. Nonetheless her life is 'full' and busy and she will quietly but tenaciously support and protect both her territory and those people, events and beliefs that she strongly holds.

Should people disappoint her, by not pulling their weight or achieving or undermining other people or situations by stealth or deceit, then they will have found their nemesis - for she will quietly set about upsetting their apple cart and removing them from the scene, even if in the process it causes considerable problems for herself. Indeed, she may well find herself having to start again, making new contacts and alliances, even though she has ultimately achieved her immediate aim. It would be foolish of anyone to think that they can offend this writer's principles and get away with it.

Fundamentally this is a woman who generally tries to live for today - she is well aware that despite her deepest desires, you cannot go back and retrieve periods that seemed more exciting or fulfilling than today. Equally, although she looks to the future with a degree of optimism, the writer knows that 'tomorrow' will be 'today' - and therefore there is only so much you can do to work to ensure dreams and aspirations can be made to happen - but much has to be left to chance or in the hands of others.

A writer who generally stays calm and does not panic, even when things are going wrong. She will calmly and logically think through problems and organise or reorganise people and living patterns in a practical and efficient manner. The writer knows exactly how to deal with individuals, when to be calm and gentle and when to be more direct. She has considerable empathy and is much better at dealing with other people's problems than with her own. This writer is, despite appearances on occasions, a gentle and compassionate individual with a sense of humour. However, should she really feel left down or 'used' then she will be quite unforgiving and will walk away, and the bridges will not be rebuilt. Beneath her generally amenable and quiet exterior - there is often much turmoil and feelings of disappointment and insecurity - which she works hard to ignore, concentrating on the business of day to day living and showing a confident and cheerful face to the world.

## **INTELLECT**

A penetrating and logical mind - one that utilises knowledge and thinking in a very organised and practical manner. Capable of articulating clearly and well to all and everyone, she is most observant and aware of that is happening around her. She has an excellent memory with almost instant recall. She also has the ability to be creative and because she is an avid reader she can write and expresses herself very well.

## **WORKING QUALITIES**

A quick, well organised and competent worker. She is very aware of all that is going on around her and uses both her instincts and her commonsense (usually) to ensure the security and position of her immediate colleague(s) and herself.

This writer has a quick, logical and practical mind. She has learned her skills well and enjoys proving them, and herself, by her competence, knowledge and interest in all and everything that is going on around her. Her work is always very precise and accurate and she takes considerable pride in ensuring that very little, if anything, is left to chance.

This writer can be a very loyal and committed member of staff. Respect has to be earned and works both ways as far as this writer is concerned - and therefore she does not react to demands or bullies. Whilst this woman is most capable and highly intelligent, despite appearances she has very little real confidence or belief in either herself or her ambitions. However, more discerning colleagues will quickly become aware of her worth and both support and respect the talent and commitment that she has.

Should this writer find herself in a difficult/unpleasant working environment - then she will, whilst seeking change, very definitely 'run with the hare and hunt with the hounds'. Despite her instincts she will often be caught out, for her overriding principles will not allow her to sit back and allow injustices to be compounded.

### Character Traits

#### dominants

independent  
good organisational skills  
articulate / expressive  
observant  
manipulative  
protective  
forward looking  
precise / accurate  
logical  
competent  
commercially aware  
astute  
sense of humour  
gentle / compassionate  
anxious

#### counter dominants

survivor / insecure  
practical / capable  
reserved  
aware  
manipulative  
self-protective  
-  
quick thinking / versatile  
imaginative / intuitive  
tenacious  
materialistic  
cunning / chancer  
philosophical  
unforgiving  
-

## **Detailed Assessment**

### **Personal presentation**

Well presented, confident, communicative and courteous to everyone that she comes into contact with.

### **Professional abilities**

A modest but ambitious writer, she has excellent organisational skills and is quick and competent in all that she undertakes. She uses both logic and knowledge to assess situations - and is open to new practices and situations. A writer not necessarily tied by convention.

### **Leadership skills**

Whilst very much her own person and unafraid to take responsibility for both herself and others - the writer does not like to be the centre of attention unless and until she has something positive to say or do.

### **Attitude to responsibility / corporate reporting**

Quietly positive - bases all her actions and decisions upon benchmarks laid down in her early adult experiences. Able to make lucid and factual presentations, placing emphasis on the positive input of both herself and her colleagues.

### **Team builder / player**

Is generally a pleasant and willing colleague - happy to work with others to achieve set goals and advance new concepts and ideas. Always aware of everyone and nuances within the group / organisation - little, if anything, catches her by surprise.

### **Motivating force**

A desire to be very much a part of all that is going on. To add to the general value and productivity of a group or organisation and to ensure her own personal and material security.

### **Crisis management / problem solving**

A tendency to play a low profile role in the management of a crisis - a willing carrier of messages and orders. Practical problems cause her little dismay, for they can always be remedied; people problems are rather skated over in the hope that she will not have to be overtly involved when they occur within the workplace.

### **Interpersonal techniques**

Generally professional, but tempered with an innate kindness and understanding. The writer will be generally supportive to colleagues and associates - and very much aware of any undercurrents surrounding them both collectively and as a whole. However, should she find another seeking or actually working to undermine either the system or an individual - then she

will endeavour to remove them, indirectly, from the scene.

### **Communication skills**

A writer who communicates easily and well, but maintaining a diplomatic distance at one and the same time. She seeks to appear approachable but dislikes any hint of prying into her affairs. However, there will be times when she 'offloads' inappropriately.

### **Listening ability**

A good and careful listener - this writer rarely misunderstands anything that is being said and done around her. She is most astute and whilst she will willingly give the time to those who have either something to say or those who just need to offload in an informal and sometimes very personal situation. However, she will rarely allow herself to become personally or emotionally involved.

### **Integrity**

Unorthodox, but generally sound. The writer will not overtly become involved in tackling injustices or unacceptable behaviour, but certainly she will not allow things to go on without taking purposeful measures to remedy an unacceptable situation. She will stand by her principles and stoutly defend her right so to do.

### **Objectivity**

When looking at situations unrelated to this writer or her immediate security - there is an ability to look dispassionately at the situation and offer sound and unemotional advice. More personal matters are treated very subjectively and every facet will be carefully scrutinised to see how they will affect her and her situation.

### **Intuition / creativity**

It is difficult to assess whether this writer is particularly intuitive or whether, indeed, it is just her very quick and versatile mind that enables her not to be surprised by people or events. An individual who prefers to find a logical explanation for all things. However, she is quite capable of understanding and empathising with others on many different levels.

## **OVERALL ASSESSMENT / SPECIFIC STRENGTHS/WEAKNESSES**

**Strengths:** A very personable, communicative and competent writer. She maintains her own space and independence and utilises her knowledge and abilities to strengthen her own position and establish both personal and material security. Quietly ambitious, she is prepared to work to achieve recognition - but equally expects loyalty and respect to be reciprocal. This writer will ensure that everything is done well and on time, although she will not allow herself to be rushed or put into situations that are untenable.

**Weaknesses:** Can on occasions retreat into her shell - and not respond to situations in an open or direct manner. Should she feel threatened, or seek to avenge inappropriate behaviour, then she will quietly and, if necessary, quite deviously set out to undermine the culprit's position. Unfortunately, she is not always sufficiently quick to cover her tracks and the fox will get the rabbit!

## VOCATIONAL GUIDANCE

A writer who is outwardly relaxed and confident in who she is and in her ability to maintain her independence and security. Despite always feeling insecure both personally and professionally - most people believe that she is tough, sometimes feisty and certainly most capable - and indeed, she is a survivor.

Whilst this writer wishes to progress and move on, she needs to maintain ties with her background and the family - especially, perhaps, her maternal family. Whilst it is important that the family is an essential part of her being - she does not seek for them to play an integral role in her day to day living. She much prefers, nowadays, to have time and space for herself and her interests for she feels that she does not fit within the confines of the family's expectations or understanding.

Despite this there is a very gentle and compassionate facet to this writer's character. She is capable of understanding and empathising with the needs and emotions of others. This does not mean that she will knowingly allow herself to be taken advantage of, neither will she walk away when the responsibility becomes onerous.

The writer is quite adept at being all things to all people except, perhaps, herself. Indeed, this writer's confidence and self-worth fluctuate almost day to day - and until her underlying fears and insecurities are accepted and come to terms with - she will not attain her full potential.

Despite her lack of confidence in her abilities, this is a very capable, constructive and intelligent individual. She works swiftly and precisely and is capable of keeping confidences and great loyalty. Her communication skills are good and she knows how to 'play the system' as and when necessary.

### **suggested careers :**

personal assistant

speech / technical writer

journalist

public relations

solicitor

advocate