



WORKER PACK

This pack is for supervisors and mentors of workers, or workers themselves, whose jobs may be vulnerable to automation. This pack includes activities to assess vulnerability risk of automation and methods to help begin adapting to becoming more resilient to it.



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01

RISK ASSESSMENT

Determine your risk for automation by filling out this worksheet and comparing your work with Maggie the Machine.

02

MINDSET MAPPING

Don't know what kind of mindset you correspond to with regards to work? Take this quiz to see how you might respond to changes in your work environment.

03

POSSIBLE PATHWAYS

We all have ideas about what our future holds for us – what's yours? This activity will help you think about your path forward and point you in the right direction to get there.

04

YOUR STORY

Understand the work you do in terms of the core value you bring to your work. This exercise will help you answer questions like: What have you excelled in? What are your strongest attributes at work? and how do you put them to use?

05

SHORT-TERM WORK TOUR

As a manager, give your employees the chance to experience a new type of work in diverse departments within your company through a short-term work tour. If you are a worker who wants to try this out, work with your manager and don't forget about these important things first:



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01 RISK ASSESSMENT

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TYPICAL DAY WORKSHEET

Determine your risk for automation by filling out this worksheet and comparing your work with Maggie the Machine.

STEP 1 LIST TASKS

List out the tasks and activities you do during a typical day and write down how many hours you spend doing each task.

TASKS

TIME SPENT

_____	_____	Hours

STEP 2 COMPARE

Compare the list you made with Maggie the Machine's resume and cross out the tasks you do that Maggie the Machine could do for you.

STEP 3 ASSESS

After crossing off tasks, how much time remains in your day? ____ Hours?

6-8 HOURS

4-5 HOURS

1-3 HOURS

Not likely at risk for automation

Potentially at risk for automation

At high risk for automation

WHAT'S THE POINT?

Our research tells us that many people whose jobs are threatened by automation aren't aware of it. This activity is intended to bring awareness to automation risk. Did you fall in the red or close to it? We recommend seeking the guidance of a career counselor or mentor.

01

MAGGIE THE MACHINE

I can do tasks without being explicitly programmed to do so. I can learn and improve my performance by using examples and studying patterns.

COLLECTING & PROCESSING DATA

Gathering data, classifying and organizing it, checking it against some criteria.

- checking an application or transaction for compliance and fraud
- reading through a loan or mortgage application and entering into a system
- processing an invoice or purchase order

CALCULATIONS & CHECKS

Performing common math on data, checking data against criteria sets, recognizing data in different forms such as image, sound and text.

- determining currency exchange rates
- identifying late payments
- monthly maintenance fees
- complicated tax rates across transactions
- contract generation
- receipt recognition
- notary and verification services

SELF SERVICE

Providing an interface or tools for a user to answer questions, submit information or make a request on their own.

- requesting the status of an order
- asking for guidance in filling out an application
- filing an insurance claim
- filing taxes
- submitting expenses

REPORTING AND TREND IDENTIFICATION

Doing this at a scale that would take a human too long, or at a speed of a robot—for instance real time.

- management reporting
- purchase and spend analytics
- market trends
- trending social media topics

PREDICATION, MATCHMAKING AND RECOMMENDATION

Making predictions about future outcomes with greater certainty.

- credit scoring
- product recommendations
- dynamic pricing
- dynamic inventory management

CREATION AND DESIGN

Generating an aesthetic, creating content such as communications, lyrics, art, media etc. This is notably the weakest robo skills at the moment.

- Layout
- Color choices and typography
- natural language
- communications
- 3D rendering



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02 MINDSET MAPPING

Don't know what kind of mindset you correspond to with regards to work? Take this quiz to see how you might respond to changes in your work environment.

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MINDSET MAPPING

Don't know what kind of mindset you correspond to with regards to work? Take this quiz to see how you might respond to changes in your work environment. Read each scenario and circle the response that most honestly and accurately represents how you would respond. Only select one.

SCENARIO				
A startup you admire wants to hire you as one of their first employees. They'll match your salary, but the job is not something you've ever done before and requires significant learning and hard work. How do you react?	You take the job as long as there is structure and guidance in place for you there.	You feel this is risky, so you stay in touch and will reconsider if the company is successful in a year.	You take the job. This is a once-in-a-lifetime opportunity!	You think it sounds wonderful, but you're happy doing what you do now, you're good at it, and you like your company.
Your company is giving you one week to focus on learning and professional development. Which of these would you most likely do?	Learn the latest and greatest skills for your role that you've been meaning to catch-up on.	Learn something you've had an interest in for a long time, but isn't relevant to your role.	Spend the time refining the skills you already have and use everyday to be more efficient.	Seek out advice from your manager to determine where you need to improve and work on those areas specifically.
Your boss is transferring to another team and the company is accepting applications from employees to fill the role. Do you apply?	Sure! You feel it could be interesting and it's worth a shot to see what they think.	Absolutely. You have been focusing on advancing up and this is an opportunity you have been preparing for.	Maybe.	Probably not. The kind of responsibility that comes with that job is not appealing, even if the pay is higher.
Your boss has left and now you report to someone who's just been hired. They have set up a lunch to get to know you. What do you want most out of this meeting?	You hope that you'll discover that they're very similar to your old boss.	You hope to determine if this change will have any impact on your job.	You don't really have an agenda. You'll let them lead the conversation and see where it goes.	You hope to learn all about this new person and are excited to hear about the changes they might bring.
Your entire department is being terminated at work. The company has given you 6-months severance pay. What do you do next?	You start looking around for something new to try. You see this is an opportunity to discover what else is out there.	You take a week and get away and clear your head. When you return, you'll figure out what your next steps are.	You immediately update your resume and find jobs to apply to within a day or two. Time is of the essence.	In lieu of severance, you accept an option to take the same job at your company's other location only minutes away.

WHEN YOU HAVE FINISHED, PLEASE PROCEED TO THE NEXT PAGE

02

MINDSET MAPPING

Count up your answers. Which category did you have the most responses in? Look to the next page to see what mindset you map to.

SCENARIO				
<p>To identify your willingness to take risks and learn how you identify with your work: A startup you admire wants to hire you as one of their first employees. They'll match your salary, but the job is not something you've ever done before and requires significant learning and hard work. How do you react?</p>	<p>You take the job as long as there is structure and guidance in place for you there.</p> <p style="text-align: right;">W</p>	<p>You feel this is risky, so you stay in touch and will reconsider if the company is successful in a year.</p> <p style="text-align: right;">S</p>	<p>You take the job. This is a once-in-a-lifetime opportunity!</p> <p style="text-align: right;">E</p>	<p>You think it sounds wonderful, but you're happy doing what you do now, you're good at it, and you like your company.</p> <p style="text-align: right;">M</p>
<p>To understand how you prioritize the acquisition of skills: Your company is giving you one week to focus on learning and professional development. Which of these would you most likely do?</p>	<p>Learn the latest and greatest skills for your role that you've been meaning to catch-up on.</p> <p style="text-align: right;">S</p>	<p>Learn something you've had an interest in for a long time, but isn't relevant to your role.</p> <p style="text-align: right;">E</p>	<p>Spend the time refining the skills you already have and use everyday to be more efficient.</p> <p style="text-align: right;">M</p>	<p>Seek out advice from your manager to determine where you need to improve and work on those areas specifically.</p> <p style="text-align: right;">W</p>
<p>To understand how opportunistic you are: Your boss is transferring to another team and the company is accepting applications from employees to fill the role. Do you apply?</p>	<p>Sure! You feel it could be interesting and it's worth a shot to see what they think.</p> <p style="text-align: right;">E</p>	<p>Absolutely. You have been focusing on advancing up and this is an opportunity you have been preparing for.</p> <p style="text-align: right;">S</p>	<p>Maybe.</p> <p style="text-align: right;">W</p>	<p>Probably not. The kind of responsibility that comes with that job is not appealing, even if the pay is higher.</p> <p style="text-align: right;">M</p>
<p>To gauge how you handle small changes in your work environment: Your boss has left and now you report to someone who's just been hired. They have set up a lunch to get to know you. What do you want most out of this meeting?</p>	<p>You hope that you'll discover that they're very similar to your old boss.</p> <p style="text-align: right;">M</p>	<p>You hope to determine if this change will have any impact on your job.</p> <p style="text-align: right;">S</p>	<p>You don't really have an agenda. You'll let them lead the conversation and see where it goes.</p> <p style="text-align: right;">W</p>	<p>You hope to learn all about this new person and are excited to hear about the changes they might bring.</p> <p style="text-align: right;">E</p>
<p>To gauge how you would handle big changes in your work environment: Your entire department is being terminated at work. The company has given you 6-months severance pay. What do you do next?</p>	<p>You start looking around for something new to try. You see this is an opportunity to discover what else is out there.</p> <p style="text-align: right;">E</p>	<p>You take a week and get away and clear your head. When you return, you'll figure out what your next steps are.</p> <p style="text-align: right;">W</p>	<p>You immediately update your resume and find jobs to apply to within a day or two. Time is of the essence.</p> <p style="text-align: right;">S</p>	<p>In lieu of severance, you accept an option to take the same job at your company's other location only minutes away.</p> <p style="text-align: right;">M</p>

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MINDSET MAPPING

Count up your answers. Which category did you have the most responses in? Look to the next page to see what mindset you map to.

EXPLORER

- Adapts quickly to change
- Seeks opportunities outside of comfort zones
- Flexible and eager to take on new skills

Take Action:

- Challenge your employee to develop and use new hard skills on a frequent basis
- Look for opportunities to push explorers out of their comfort zone
- Make a model of the explorer to inspire your teams

SURVIVOR

- Seeks to understand change in order to protect existing roles
- Thrives in consistency and seeks opportunities for further stability
- Has skills in a specific area & works to ensure they remain valuable

Take Action:

- Draw out this employee's proactive nature to take on more challenging projects.
- Create a stable environment for Survivors to experiment with new technologies, skills or techniques

WANDERER

- Reacts to change as it comes and is unlikely to make clear plans without guidance
- Uncertain which opportunities to seek out
- Not confident about skills and hesitant to apply to new roles

Take Action:

- Offer strategic guidance that offers tactical, logistical steps
- Be transparent about company changes
- Help them understand how they fit into the bigger picture

MAINTAINER

- Highly resistant to change
- Relies on others to take control of complex situations and defers opportunities to gain authority or exposure
- Struggles to articulate skills and interests

Take Action:

- Create new forms of accountability, such as a team or committee, to activate their skills with process in new contexts
- Foster a relationship with them so that you can help them better speak to what they are good at
- Help them distinguish between adaptable skills and tasks



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03 POSSIBLE PATHS

We all have ideas about what our future holds for us – what's yours? This activity will help you think about your path forward and point you in the right direction to get there.

03

POSSIBLE PATHS

We all have ideas about what our future holds for us – what’s yours? This activity will help you think about your path forward and point you in the right direction to get there. It is all about understanding your gut instinct, so try to complete the steps quickly and without overthinking your answers.

STEP 1

Take a moment to think about what you do right now, and what you would like to do eventually. Answer these questions in the solid boxes below.

STEP 2

Now think about what it would take to get you there. List between 1-3 things you believe you would need to accomplish. Write these in the dashed box below.

What type of work do you do now?

e.g: Bookkeeping

What do you need to do to get there? List up to 3

e.g: Finish up my Bachelor’s degree

What type of work would you like to do eventually?

e.g: Project Management

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STEP 3

Now, compare your answers from step 2 with the answers below, and answer the associated questions with each of them.

ASSESS MY SKILLS

	YES	NO
Does your intended future work require that you gain skills you don’t already have?	<input type="checkbox"/>	<input type="checkbox"/>
Do you know which skills/experience you need?	<input type="checkbox"/>	<input type="checkbox"/>

OBTAIN A COLLEGE DEGREE OR CERTIFICATE FROM A SCHOOL

	YES	NO
Does your intended future work require that you have a certificate or a degree?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have both the time and the financial means to attend?	<input type="checkbox"/>	<input type="checkbox"/>
Are you confident it will get you in the door at a company?	<input type="checkbox"/>	<input type="checkbox"/>

MAKE THE RIGHT CONNECTIONS

	YES	NO
Is it possible that the right networking connections will get you closer to reaching your goal?	<input type="checkbox"/>	<input type="checkbox"/>
Do you know anyone doing work similar to your intended future work?	<input type="checkbox"/>	<input type="checkbox"/>
Do you know how you would form connections that could help you get your foot in the door?	<input type="checkbox"/>	<input type="checkbox"/>

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STEP 4

Now, complete the activity once again considering your answers to the questions on page 2. Would you do anything differently? How might you optimize your path?

What type of work do you do now?

What do you need to do to get there? List up to 3

What type of work would you like to do eventually?

WHAT’S THE POINT?

Our research tells us that many people make assumptions about what they need to do in order to advance or change career paths. This activity is intended to push on those assumptions and help you consider alternative routes.

NO CHANGE? OR UNSURE OF THE PATH?

If there’s no change and you’re confident, great! Otherwise, you are not alone if you are unsure. All of the options out there can be confusing (and expensive). If you are unsure, we would recommend seeking the guidance of a mentor or career coach.



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04 YOUR STORY

Understand the work you do in terms of the core value you bring to your work. This exercise will help you answer questions like: What have you excelled in? What are your strongest attributes at work? and how do you put them to use?

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YOUR STORY

Understand the work you do in terms of the core value you bring to your work. This exercise will help you answer questions like: What have you excelled in? What are your strongest attributes at work? and how do you put them to use?

STEP 1 CRAFT YOUR STORY

Use the prompts below to craft your story. Here's the catch: you cannot use the words in bold on the next page, but if you feel like you need to, try using the probing questions associated with them to get to the right level of detail for your story.

People who work with me would say my strongest attributes at work are:

because _____

I see myself as an expert in:

because _____

My greatest accomplishments at work have been:

because _____

If you asked my manager what my best attributes and skills are, I'd want them to say:

because _____

04

YOUR STORY

Understand the work you do in terms of the core value you bring to your work. This exercise will help you answer questions like: What have I excelled in? What are my strongest attributes at work? How do I put them to use?

Below, in green, are some themes that we hear over and over when people describe their skills and attributes at work. The problem is, these themes are overused, vague, and don't truly convey the value employees bring to their jobs.

MOTIVATED

- Think about what specifically motivates you at work and when you feel most motivated
- Think about the different ways your motivation comes out in your work and the specific outcomes your motivation drives

RESULTS-DRIVEN

- Focus on the specific types of results that drive you
- Describe an instance when you were results driven, focus on what you were doing and what the outcome was

PEOPLE SKILLS

- Think back to a time when you feel you exhibited great people skills: who were you were communicating with, and what was method of communication?
- Take note of who you communicate with most with at work and what types of relationships you have with these people

HARD WORKER

- Get specific about what it means to you to be a hard worker
- Think about whether you work equally as hard at all of your tasks and where most of your focus lies
- Describe what specifically you have gained or accomplished through hard work

TEAM PLAYER

- Focus on what you've done that has benefit the overall team and who has been a part of these "teams"
- Describe a time when you were a team player and what differentiated you from someone who you wouldn't consider a team player

STRATEGIC THINKER

- Focus on the specific strategies you think through
- Describe the kinds of things you accomplish because of your strategic thinking and what benefit it brings to your work

WHAT'S THE POINT?

Use this framework to identify and communicate your unique value when assessing new opportunities, whether they are new opportunities you can try in your current role or opportunities to jump in to a new role.



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05 **SHORT-TERM WORK TOUR**

As a manager, give your employees the chance to experience a new type of work in diverse departments within your company through a short-term work tour. If you are a worker who wants to try this out, work with your manager and don't forget about these important things first:

05

SHORT-TERM WORK TOUR

As a manager, give your employees the chance to experience a new type of work in diverse departments within your company through a short-term work tour. If you are a worker who wants to try this out, work with your manager and don't forget about these important things first:

DEFINE THE SKILLS OR EXPERIENCE TO BE DEVELOPED BY THE WORKER:

Be specific in what the worker can expect to gain from this experience.

DEFINE THE FINAL OUTPUT TO BE ACHIEVED BY THE WORKER:

Make the expected outcome of the experience clear from the beginning.

IDENTIFY THE SUPERVISOR AND THE SUPERVISION STRUCTURE:

Make sure the supervisor can serve as a mentor to the worker and is consistent in helping the worker learn and grow.

PUT A MONITORING AND FEEDBACK PROCESS IN PLACE:

Provide the worker with feedback and afford them opportunities for continued learning and growth.

OUTLINE A CLEAR TIMEFRAME:

Be clear with how long they should expect to be engaged in the work tour and whether it is full-time or part-time.

WHAT'S THE POINT?

Use this opportunity to gain experience outside of your comfort zone and gain the confidence that you can succeed doing something other than what you've done in the past. Follow up with your manager about what you took away from the experience and where to take it from here.
