



接轨世界

英语选读丛书

# 规划 你的前程

*Planning Your Career*



陈潞露 蔡武越 编

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### 规划你的前程

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# 前 言

这是一本什么样的书呢？在这本书里，大家会了解到这么一个概念，career planning。我们都知道 career 是“职业”的意思，那么，基本上，这是一本指导你如何做职业规划的书。但是，什么是职业规划？是在大学毕业时，四处张罗，逢招聘会必去，逢公司必投简历，最后也许找到了好工作，却已身心疲惫，元气大伤？还是胸怀大志，非超级外企不去，非高级写字楼不入，最后在失望伤心和愤怒中“屈尊就驾”？这些当然都不是职业规划。

让我们来看看外面的世界，看看别人都是怎么安排自己的职业生涯的。

职业规划从中学就开始了。学校的就业顾问鼓励孩子们从事最符合自己兴趣和特长的工作。他们帮助学生发现自己的兴趣，鼓励他们对自己的将来负责，当然，还要指导他们如何实现自己的梦想。

比如说，选择什么样的大学。这是职业规划的起步。四年制大学，社区大学，技术学院，还是职业培训学校？决定了学校之后，就要解决学费的问题。最好的办法当然是申请奖学金。可是，你知道吗，奖学金也是要上税的。

上完学，该找工作了，可是什么样的工作最适合你？为了避免雾里看花带来的悲剧，可以尝试一下 work shadowing。进入信息时代，简历也变成了电子简历。想知道什么是最流行的电子简历吗？好不容易得到了面试的机会，却被你弄砸了。面试时最重要的什么？教育背景？工作经验？

终于开始上班了。可你知道你即将面临的又是什么吗？你又该

怎么做呢？随之而来的是工作中碰到的种种问题。别人说的话我听不懂，虽然是同一种语言，但是那是办公室行话。工作变得越来越没意思，怎么办？工作负担重了，领到的薪水袋还是一样的轻，跳槽是好选择吗？最糟的一天终于来了，你被解雇了。是向所有朋友和亲戚哭诉求助，还是开展 PR 攻势？

天天上班来来往往，家里又总是那么多事，SOHO 一族是不是让你很羡慕。你知道吗，你也有很多很多其他的选择。只要你去试，总是会有机会。生活和工作，永远都是不可调和的矛盾，钱要赚，生活要享受，怎么办？也许可以尝试一下提前退休。

还有一个非常重要的问题，就是活到老学到老。现在的问题不是应该不应该，而是怎么去实行。远程教育，继续教育，电子教育，终生教育等等，这些又都代表了什么？

最后，还要再说一点，所有这些文章都很新，一个是在文章内容上，一个是在词汇上。这些都是最时髦的语言，使用的频率也相当高。但是，很遗憾，我们的字典还没有把它们包括进来。记住，字典总是慢半拍的。不信的话，可以试一下 proactive 这个词。向大家隆重推荐网上字典，最新最流行的词都会有。还有就是大量的阅读，最好是比较新的文章，这样才能提高英语。

又是最后，希望这本书给大家带来实实在在的好处，英语上的或是工作上的。在此，我还要感谢常玉田老师。在编辑过程中，他给我很大的帮助。

陈璐露

2001 年 11 月

对外经济贸易大学

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第一篇

Get Started

起步篇








# 1

## Life/Work Planning as Everyday Activity

### 职业规划在每一天

Almost everyone already does Life/Work Planning, in some area of his or her life——though without using that title. But if you got up on a Sunday morning and you thought of eight different things you might do that day, before you discarded five of them in your head and decided to do the remaining three——then you have already done Life/Work Planning. Or if you thought about your vacation time last summer, and started out by imagining three different ways you could have spent your vacation, before you finally decided which of those three possibilities was most interesting, or even fascinating, to you——then you have already done Life/Work Planning. Or if you came to feel that too much of your life was devoted to work, and you figured out how to



build in more time for your family and for leisure——then you have already done Life/Work Planning.

In other words, the title may be new to some of you, but the activity is something that almost all of us has already experienced.

The discipline called Life/Work Planning is only a more systematic, thoughtful and thorough way of doing something you already do occasionally, intuitively, and without much agonizing thought.

Thus to decide you want to really do Life/Work Planning as a program is like deciding to **take up walking as a discipline.** ① In that case, you would not be undertaking a totally new activity. You already walk. But to choose walking as a discipline is to move from just **ambling around** ② the house, or taking short walks to the store, and determining to walk for a longer time, and at a brisker pace, and with some sort of schedule. In any case, you are just expanding something you already do.

Life/Work Planning as a program represents the same kind of change: you are merely deciding to do, in a more disciplined way, more regularly, and for a larger bloc of time, that which you already do.

### **Life/Work Planning as Program**

The history of Life/Work Planning as a program is that it was invented some thirty years ago in the U. S. From there it eventually migrated to other countries, most notably

Switzerland, France, New Zealand, Australia, England, and Germany. **So we may think of this as a historical movement spreading as such movements do, from country to country,** <sup>③</sup> among vocational and careers guidance people.

Think of vocational and careers guidance as like a tree. **If we saw through the trunk of a tree, and if it be large enough,** <sup>④</sup> we of course discover it has a series of **concentric** <sup>⑤</sup> rings. Our field has its own concentric rings, which appear as the field matures down through the years.

The innermost ring, the oldest, the place where job-hunting systems usually begin, is with the simplest task: “finding people jobs”. But over time our field eventually evolves to include the next ring outward, which is “helping people change careers”. And then, over time, it grows to include the next ring outward, which is “helping people plan for their future careers”. And given enough time, vocational and guidance systems will inevitably grow to include the outermost ring, “helping people with Life/Work Planning”.

So, even if the vocational and guidance system of a particular country were shut off from the rest of the world, it would eventually discover Life/Work Planning. Its own clients would force it to. Consider their own personal history. They—or shall I say “We”—begin by wanting to find a job early in life that puts bread on the table, clothes on their back, a roof over their heads, and gives them—it



may be——an interesting group of people to work with. **Voila**<sup>⑥</sup>! In order to do this, they need us to help them with **The Job-Hunt**<sup>⑦</sup> (the innermost ring of the careers guidance tree) . As time moves on, they have to change jobs, and eventually careers. Voila! They need us to help them with **Career Change**<sup>⑧</sup> (the next ring outward) . Often they learn to do this, and learn to do it well, but if they have to keep changing careers as they grow older, they realize they must start planning ahead——further down the road than **just at headlight range**.<sup>⑨</sup> Voila! They need us to help them with **Career Planning**<sup>⑩</sup> (the next ring outward).

And then, they may learn to do this well, but in mid-life often their spirit grows restless, like a caged tiger pacing back and forth within its cage. Their work is satisfying, but... Long forgotten questions from their youth resurface in their minds, such as, “Why am I here on earth? What was I put here to do? What is it I want to accomplish with my life before I die?” Their interest is no longer just in work, though it may revolve around work. But there are larger issues now; they want to look at their whole life——their learning, their leisure, their relationships, and even their faith. Voila! They now need us to help them with the outermost ring: Life/Work Planning.

To be sure, these stages are not necessarily related to age. That is to say, a **hunger for**<sup>⑪</sup> Life/Work Planning may be found in even the very young. It does not have to

wait until we reach a certain age. But the major point is this: Life/Work Planning does not evolve because some vocational or careers guidance counselor somewhere grows bored with his or her work, and wants to invent something new——just for the sake of doing something new. No, Life/Work Planning evolves because our clients' needs evolve, and they need more and more from counselors as they seek to build a **truly holistic, well-rounded life.**<sup>⑫</sup>

### Notes

- ① take up walking as a discipline 开始进行跑步锻炼。take up 指“从事于、专注于”。discipline 指进行身心的锻炼以增强自我控制的能力。
- ② amble around 或者 amble about, 指“漫步”。
- ③ So we may think of this as a historical movement spreading as such movements do, from country to country... 所以我们可以把这看成是一次历史性的运动传播,它也确实如此,从这个国家传播到那个国家……
- ④ If we saw through the trunk of a tree, and if it be large enough... 如果我们能看穿一棵树的树干,如果它足够粗的话……这句话使用了虚拟语气,因为第一个条件在肉眼的情况下是不可能发生的。
- ⑤ concentric “同心的”,文章里指树的年轮。con- 作为单词的前缀时表示“一起,共同”。centric 指“中心的”,



中央的”。反义词：eccentric “不同圆心的；(指人,行为)古怪的,反常的”。

- ⑥ voila 那就是,瞧(表示事情成功或满意之感叹词用语),来自法语。
- ⑦ job-hunt 找工作。hunt 原指“寻找猎物,打猎”的意思,在这里表示“寻找,试图找到”。找工作的人也被称为 job-hunter。
- ⑧ career change 职业变化,包括在同行业内变换工作,或者跨行业重新开始。
- ⑨ career planning 职业计划,往往是在高中或者更早的时候就开始了。美国高中一般都有专门的职业和学校顾问,他们单独和学生谈话,评估学生的成绩,并根据学生的兴趣、爱好和志向提出升学和选择学校的建议。他们往往还要负责联络各个大学,向学生提供最新的人学信息。
- ⑩ just at headlight range 仅能看到车前灯照到的地方,相当于汉语中的“鼠目寸光”。headlight 车前的大灯,而 sidelight 指 headlight 旁边的两个小灯。
- ⑪ a hunger for 渴望
- ⑫ a truly holistic, well-rounded life 一种真正完整丰富的生活。holistic 来源于 holism,整体论。信仰整体论的人认为任何自然的東西都是互相联系的,每个物体都是一个整体,整体比其构成部分重要。holistic medicine 与中医的治疗方法相似,不是哪疼治哪,而是从全局出发,治疗全身。