Chapter 2: Skills

Let's Discuss

iQoncept

Ability will never catch up with the demand for it.

~Confucius

What have you done?

Think about the skills you have developed while involved in each of the various types of work experience...

Or the skills you could develop...

Types of work experience

Employment
- Full-time
- Part-time
- Temporary

Experiential Learning
- Internships
- Externships
- Cooperative learning

Other ways to develop skills

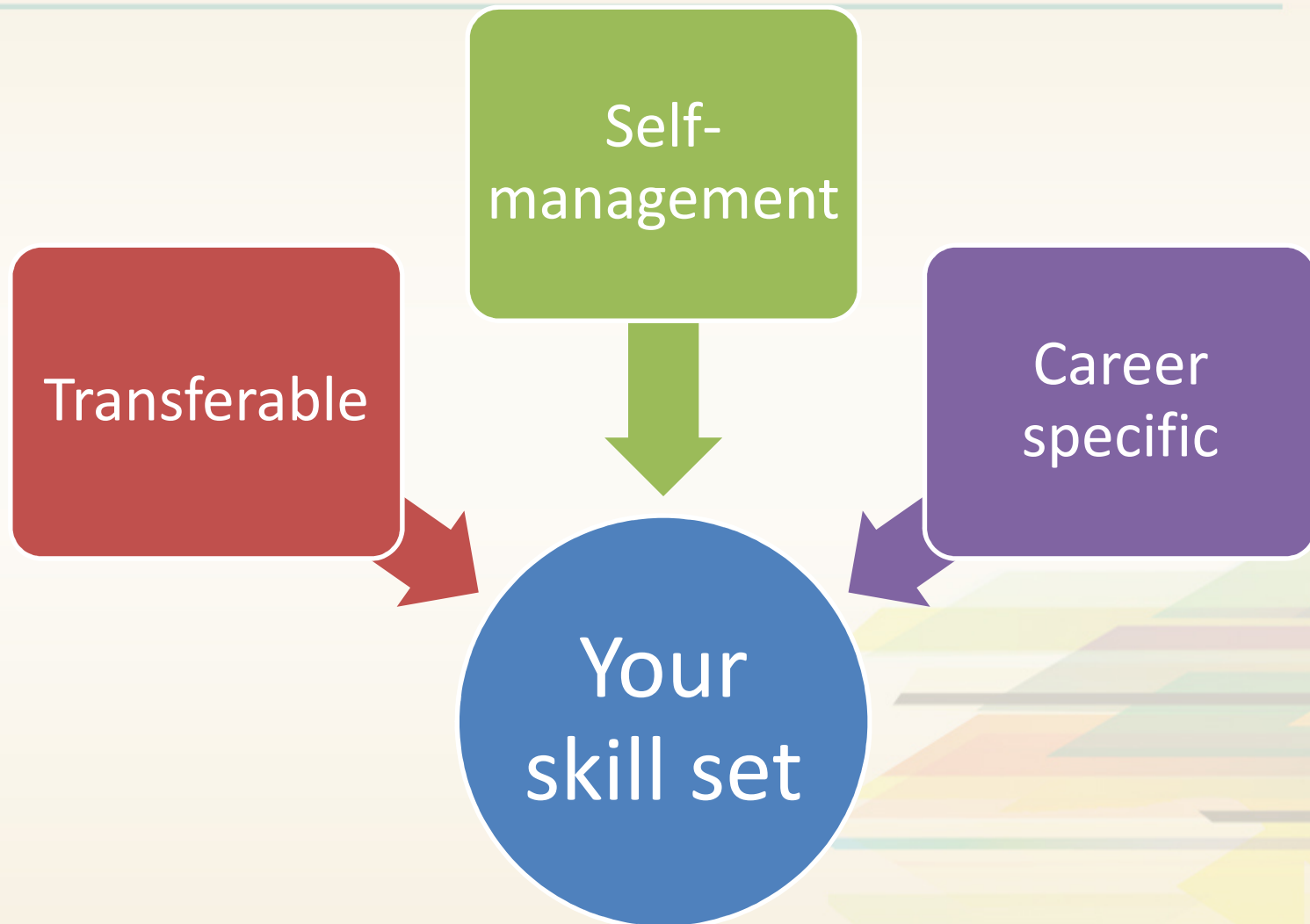
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Courses

Activities

Volunteer

Hobbies

chrisbrignell

Kurhan

Skills for career success

Self-management

Transferable

Career specific

Your skill set

What exactly are Transferable Skills?

- Teamwork
- Delegate responsibility
- Motivate others
- Attention to detail
- Assess and evaluate others' work
- Deal with obstacles and crises
- Multi-task
- Present written material
- Present material orally
- Keep records
- Listening

- Handle complaints
- Research and gather information
- Manage finances
- Speak a foreign language
- Utilize technology and computer software
- Problem solving
- Working with numbers and data
- Learning
- Making decisions
- Persuading or negotiating

What is meant by Self-management Skills?

- Finish tasks on time
- Reliable/dependable
- Hard-working
- Punctual
- Get along with others/co-workers
- Sense of humor
- Helpful
- Friendly
- Mature
- Honest
- Conscientious
- Enthusiastic

- Patient
- Persistent
- Resourceful
- Self-confident
- Productive
- Eager
- Flexible
- Independent
- Tactful
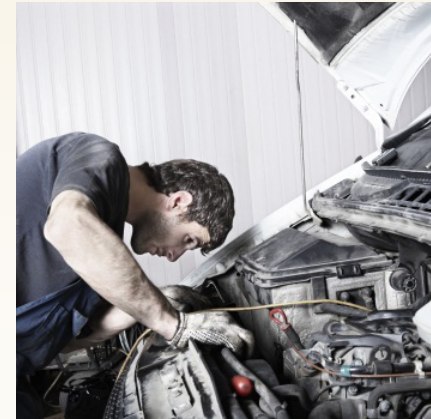- Trustworthy
- Organized
- Willing to learn new things

Career specific
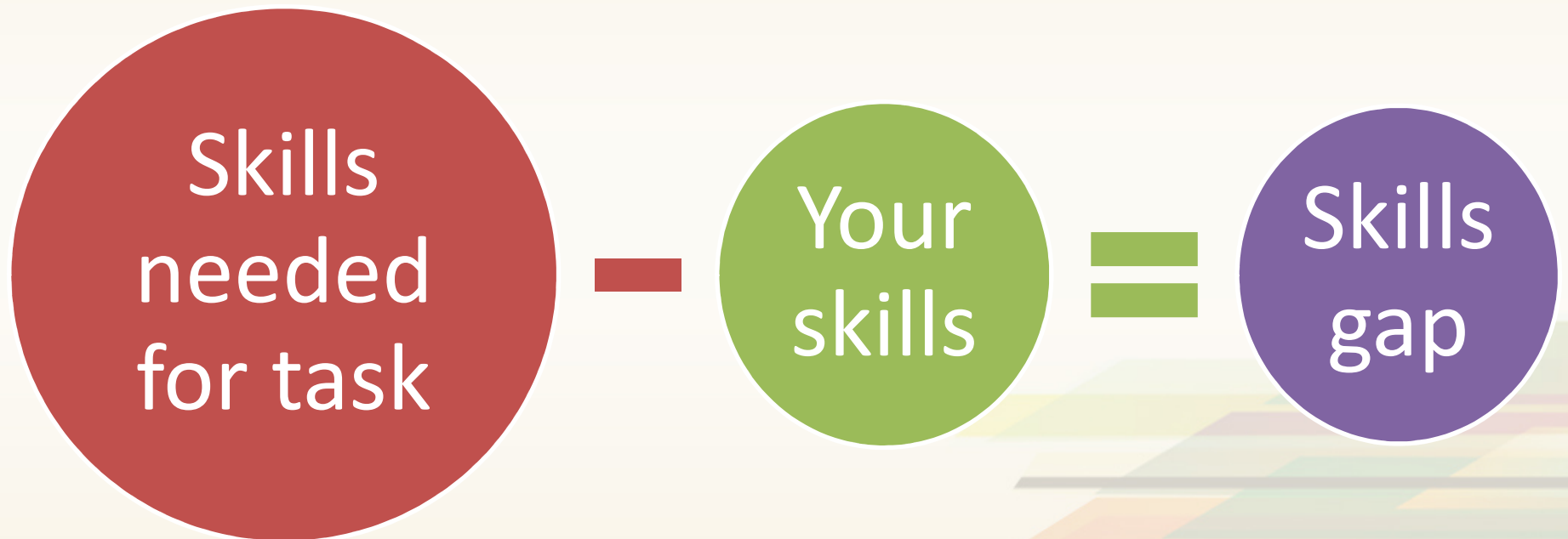

Andresr

Maridav

Inga Ivanova

Dusit

dean bertoncelj

The 3 R's – as important as ever

The 4-C's

Kheng Guan Toh

Rafal Olechowski

Rafal Olechowski

Kheng Guan Toh

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Skills Gap

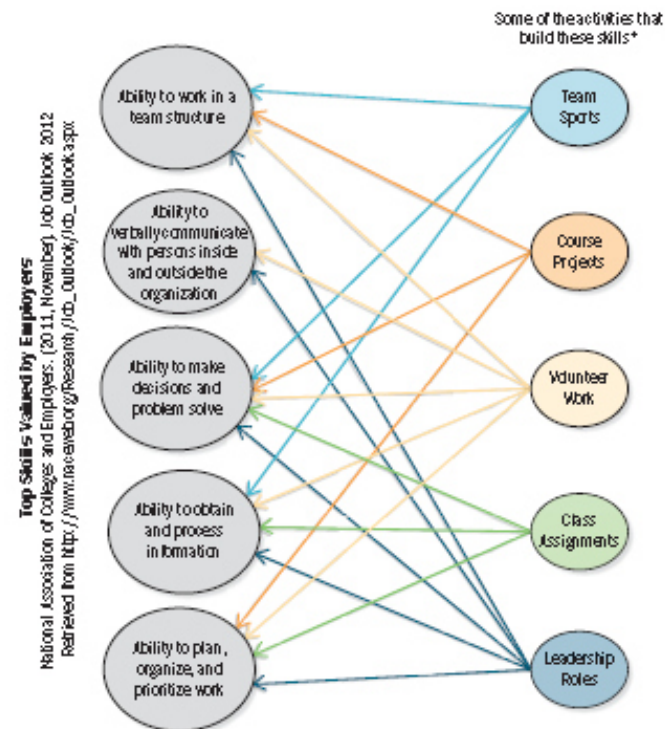**Skills needed for task** − **Your skills** = **Skills gap**

How Important are Transferable Skills?

>> EXHIBIT 2.2 • Top Skills Valued by Employers

The five skills in the left column are the most sought after by employers, according to the Job Outlook 2012 survey from the National Association of Colleges and Employers (National Association of Colleges and Employers, 2011). The right column lists some of the activities that lead to these skills. As illustrated here, most activities build a multitude of transferable skills for your career.

*Each of these activities could potentially build all of these skills, and many others. These are only suggestions for common skills that are developed in these activities.

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Assess your Skills

Academic and Work Experience

Team and Leadership Roles

Your Motivated Skills

Digital Literacy

Gts

Anastasiya Zalevska

nmedia

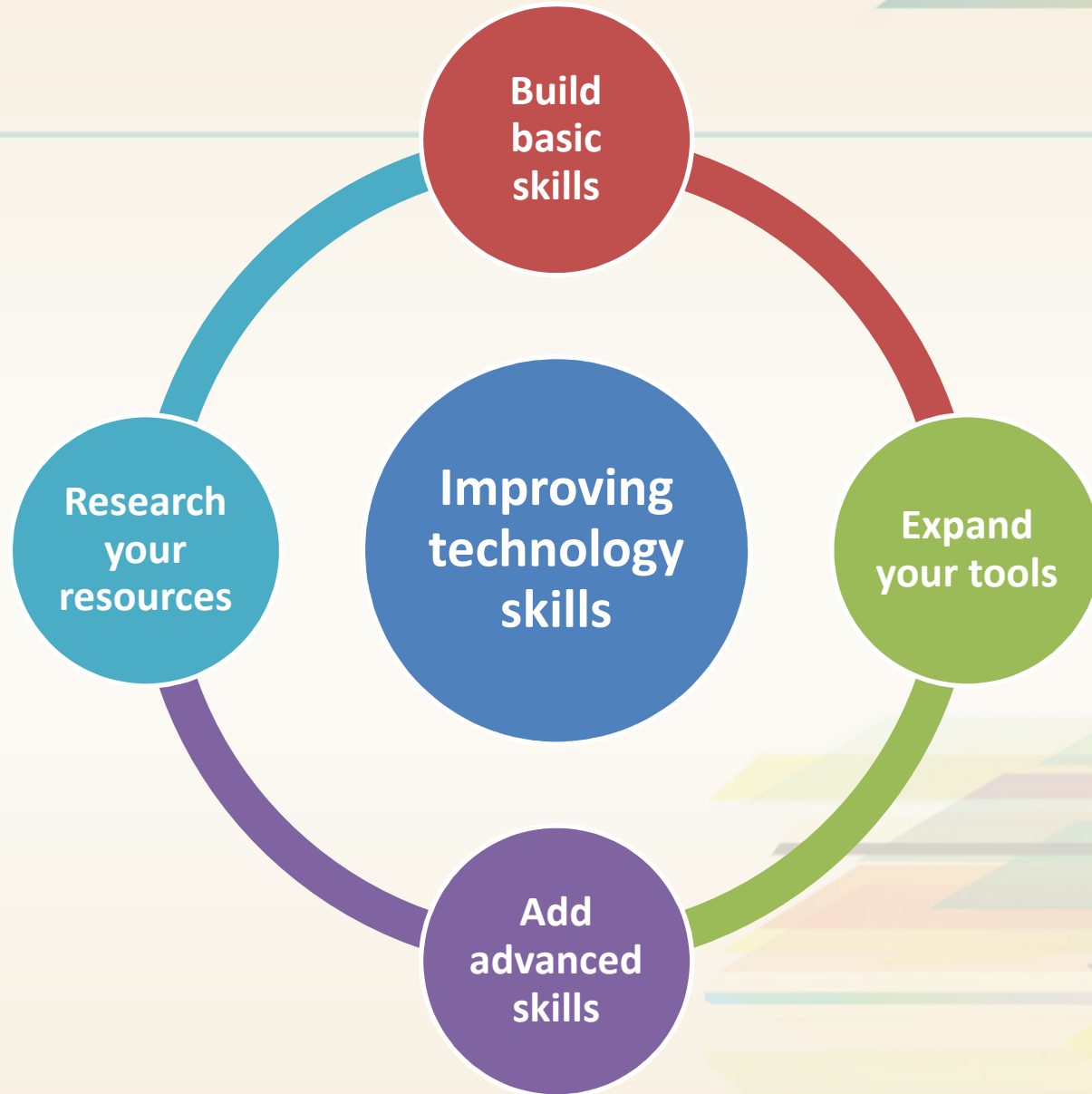| Information	Media	Technology
Access and evaluate information while critically and competently evaluating content.	Use and manage information creatively and understand legal and ethical issues of using information.	Apply technology effectively, including current products, to create, research, evaluate and communicate information.

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Work with Awareness
Developing a Growth Mindset

Characteristics of growth mindset

- Can develop qualities through effort and work
- Seen as starting point for something more

Reframe difficult scenarios

- View as opportunities for growth
- Avoid feeling like failure
- Learn from experiences

Always will be required to learn

- Chance to build skills
- Develop new strengths

Evidence of Skills

Recognize needed skills
- Assess your skills
- Understand skills needed in potential careers
- Recognize gaps then plan to develop areas

Choose skill-building experiences
- Turn regular job into career-building experience
- Ask to take on added tasks to develop new areas
- Shape your own experiences to build skills

Develop advocates for your skills
- Create meaningful relationships at work and school
- Find a mentor who can guide you

Final Thoughts

- Have you identified the skills that you want to use in your career?

- Have you identified any skills that you want to use in your career **but do not currently possess?**

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