

CSP E-Lesson 5, Fall 2008

Words of Wisdom: "My co-workers are as good as I am at what they do. So I stand out by volunteering for new assignments and helping to mentor and train newcomers."

Chandra Sandringham, 27, Television announcer, Atlanta, GA



Stand Out from the Crowd

"Amanda, who do you think should be offered this position?" asks Barry Rice, Operations Manager at WebSmart, Inc. He wants his managers to recommend an employee for an important career move. Barry continues, "The person who gets the promotion will have many important responsibilities."

Amanda Helmsley, a senior consultant at WebSmart looks up from the notepad she is scribbling on and takes a moment before she replies. "Everyone on the short list does a great job in their current positions. But I'm leaning toward Warren Thayer. I think he has that something extra we need. When he's in a room, you can feel his energy and he always has a positive outlook."

"That's certainly in his favor," Bob Moore, a department head, speaks up, "But I'm thinking about Keiko. She's good at spotting where a problem might arise and stopping it before it starts."

The managers at WebSmart are searching for a candidate with more than technical skills. They're looking for abilities that transfer from one position to another, such as a positive attitude and problem-solving skills. What do you have to offer an employer beyond your technical skills? Are you self-motivated? A good organizer? Do you communicate well? Do you have exceptional work ethics?

Describe a characteristic that will make you valuable in any job, one that will help you stand out in a crowd of employees.


I stand out because _____

Pack Your Bags

Your transferable skills are personal abilities you take from job to job. They help you work well with others and accomplish goals. For example, the ability to get along with people from different backgrounds is a skill you can pack in your career suitcase and take with you wherever you go.

You are learning and practicing transferable skills every day when you play on a sports team, socialize at a party, work at a part time job, communicate on the Internet, or negotiate with your parents for a new privilege.

It's important to take an inventory of your transferable skills on a regular basis and identify the additional abilities you need to develop. Place check marks beside each of the following transferable skills that employers value and you already possess.

| My Transferable Skills Include the Ability to: | |
|---|--|
| <div style="text-align: center;">  </div> <p> <input type="checkbox"/> attend to details <input type="checkbox"/> gather information <input type="checkbox"/> listen attentively <input type="checkbox"/> speak clearly and effectively <input type="checkbox"/> recommend solutions for problems <input type="checkbox"/> negotiate <input type="checkbox"/> be sensitive to others' needs <input type="checkbox"/> adapt to change <input type="checkbox"/> write clearly and concisely <input type="checkbox"/> delegate responsibility <input type="checkbox"/> teach or train others <input type="checkbox"/> set and meet deadlines </p> | <p> <input type="checkbox"/> stay calm in a crisis <input type="checkbox"/> manage finances <input type="checkbox"/> maintain high ethical standards <input type="checkbox"/> conduct interviews <input type="checkbox"/> speak in public <input type="checkbox"/> debate ideas <input type="checkbox"/> express opinions diplomatically <input type="checkbox"/> present a positive self-image <input type="checkbox"/> proofread and edit written material <input type="checkbox"/> explain difficult ideas <input type="checkbox"/> analyze information <input type="checkbox"/> investigate clues <input type="checkbox"/> care for and serve people <input type="checkbox"/> learn quickly <input type="checkbox"/> promote change </p> |





Pack Your Bags (Continued)



- | | |
|---|---|
| <input type="checkbox"/> develop strategies | <input type="checkbox"/> organize information |
| <input type="checkbox"/> encourage teamwork | <input type="checkbox"/> demonstrate flexibility |
| <input type="checkbox"/> be self-motivated | <input type="checkbox"/> manage time |
| <input type="checkbox"/> set goals | <input type="checkbox"/> drive and operate vehicles |
| <input type="checkbox"/> be punctual | <input type="checkbox"/> use computerized systems |
| <input type="checkbox"/> mediate conflicts | <input type="checkbox"/> communicate with diverse groups |
| <input type="checkbox"/> make decisions | <input type="checkbox"/> create a positive environment |
| <input type="checkbox"/> be persuasive | <input type="checkbox"/> prioritize tasks |
| <input type="checkbox"/> show support to others | <input type="checkbox"/> identify critical issues effectively |
| <input type="checkbox"/> keep records | <input type="checkbox"/> use appropriate body language |
| <input type="checkbox"/> handle complaints | <input type="checkbox"/> follow instructions |
| <input type="checkbox"/> coordinate activities | <input type="checkbox"/> use tools and machines |
| <input type="checkbox"/> plan projects or events | <input type="checkbox"/> be persistent |
| <input type="checkbox"/> repair or tend mechanical equipment | <input type="checkbox"/> cope with stress |
| <input type="checkbox"/> motivate others | <input type="checkbox"/> identify people's strengths and weaknesses |
| <input type="checkbox"/> handle multiple tasks | <input type="checkbox"/> create new processes or designs |
| <input type="checkbox"/> perform self assessment | <input type="checkbox"/> perform math calculations |
| <input type="checkbox"/> interpret body language and behavior | <input type="checkbox"/> complete tasks |
| <input type="checkbox"/> conduct research | <input type="checkbox"/> anticipate problems |
| <input type="checkbox"/> use good manners | <input type="checkbox"/> work long hours |
| <input type="checkbox"/> network | <input type="checkbox"/> meet the public |
| <input type="checkbox"/> influence and unite people | <input type="checkbox"/> remember information |
| | <input type="checkbox"/> tolerate interruptions |
| | <input type="checkbox"/> work quickly |
| | <input type="checkbox"/> be open minded |

Road Trip!

With a suitcase full of transferable skills, you have many career choices. Add transferable skills that would be valuable in each cluster below. Place an "X" beside the skills you have mastered or are mastering.

| | |
|--|--|
| <div style="text-align: center;">  </div> <p>Careers: Recycling technician, veterinarian, rancher, wildlife manager, pet shop operator, nutritionist, wind turbine technician, farmer, landscaper</p> <p>Transferable Skills:</p> <p><input type="checkbox"/> ability to read technical material</p> <p><input type="checkbox"/> ability to analyze information</p> <p><input type="checkbox"/> accurate recordkeeping</p> <p><input type="checkbox"/> ability to foresee problems</p> <p>_____</p> <p>_____</p> | <div style="text-align: center;">  </div> <p>Careers: Plumber, carpenter, solar panel installer, environmental engineer, drafter, surveyor, interior designer, architect, safety director</p> <p>Transferable Skills:</p> <p><input type="checkbox"/> use of tools, equipment and machinery</p> <p><input type="checkbox"/> ability to follow instructions</p> <p><input type="checkbox"/> ability to visualize a completed project</p> <p><input type="checkbox"/> ability to do precise work</p> <p>_____</p> <p>_____</p> |
| <div style="text-align: center;">  </div> <p>Careers: Web page designer, photographer, actor, videographer, broadcast technician, special effects, journalist, telecommunications equipment installer</p> <p>Transferable Skills:</p> <p><input type="checkbox"/> creative thinking</p> <p><input type="checkbox"/> ability to learn new technology quickly</p> <p><input type="checkbox"/> ability to speak and write clearly</p> <p><input type="checkbox"/> ability to interpret visual communications</p> <p>_____</p> <p>_____</p> | <div style="text-align: center;">  </div> <p>Careers: Administrative assistant, interpreter, e-commerce analyst, convention planner, sports manager, customer service representative</p> <p>Transferable Skills:</p> <p><input type="checkbox"/> report preparation</p> <p><input type="checkbox"/> ability to get along with diverse people</p> <p><input type="checkbox"/> ability to delegate responsibility</p> <p><input type="checkbox"/> ability to prioritize tasks</p> <p>_____</p> <p>_____</p> |

Road Trip! (Continued)



Careers: Elementary school teacher, librarian, child care worker, corporate trainer, voice coach, museum curator, school administrator

Transferable Skills:

- ___ write and speak effectively
- ___ ability to motivate others
- ___ ability to explain difficult ideas
- ___ patience
- _____
- _____



Careers: Investment fund manager, accountant, financial planner, bookkeeper, debt counselor, forensic auditor, fundraiser, fraud examiner

Transferable Skills:

- ___ perform math calculations
- ___ ability to do accurate work
- ___ ability to analyze data
- ___ apply ethical practices
- _____
- _____



Careers: Elected official, intelligence analyst, foreign service officer, border patrol agent, emergency planner, economist, customs inspector

Transferable Skills:

- ___ ability to accurately record information
- ___ ability to influence and persuade people
- ___ demonstration of ethical conduct
- ___ ability to follow rules and regulations
- _____
- _____



Careers: Medical assistant, athletic trainer, patient advocate, nursing informatics specialist, nurse practitioner, interviewer, paramedic





Transferable Skills:

- ___ confidential treatment of information
- ___ ability to coordinate a team
- ___ desire to care for people
- ___ ability to interpret non-verbal communication
- _____
- _____

Road Trip! (Continued)

| | |
|---|--|
|  <p>Careers: Chef, eco-tourism guide, event planner, sales and marketing specialist, caterer, park ranger, exhibit designer, spa manager</p> <p>Transferable Skills:</p> <p>___ enjoys meeting the public</p> <p>___ ability to plan projects and events</p> <p>___ flexible</p> <p>___ ability to speak more than one language</p> <p>_____</p> <p>_____</p> |  <p>Careers: Personal care aide, social worker, hairstylist, funeral director, massage therapist, market researcher, marriage counselor</p> <p>Transferable Skills:</p> <p>___ desire to help others</p> <p>___ recommends solutions for problems</p> <p>___ creates a positive environment</p> <p>___ speaks clearly</p> <p>_____</p> <p>_____</p> |
|  <p>Careers: Computer security specialist, virtual reality specialist, multimedia author, game developer, database administrator, data entry specialist</p> <p>Transferable Skills:</p> <p>___ researches new technology</p> <p>___ ability to adapt to change</p> <p>___ ability to predict outcomes</p> <p>___ reads and understands technical information</p> <p>_____</p> <p>_____</p> |  <p>Careers: Attorney, firefighter, bomb technician, police officer, animal control worker, EMT, forensic lab technician, missing persons investigator</p> <p>Transferable Skills:</p> <p>___ respect for laws, rules and regulations</p> <p>___ ability to stay calm in a crisis</p> <p>___ ability to work long hours</p> <p>___ applies ethical practices</p> <p>_____</p> <p>_____</p> |

Road Trip! (Continued)

| | |
|--|--|
|  <p>Careers: Robot programmer, welder, glassblower, mechanical engineer, electronic technician, quality control inspector, precision assembler</p> <p>Transferable Skills:</p> <p>___ ability to work quickly and accurately</p> <p>___ possesses manual dexterity</p> <p>___ ability to follow instructions</p> <p>___ shows willingness to learn new technology</p> <p>_____</p> <p>_____</p> |  <p>Careers: Entrepreneur, merchandise buyer, e-commerce consultant, copywriter, on-line market researcher, trade show manager</p> <p>Transferable Skills:</p> <p>___ ability to write concisely and effectively</p> <p>___ ability to identify trends</p> <p>___ demonstrates cost consciousness</p> <p>___ ability to use computer technology</p> <p>_____</p> <p>_____</p> |
|  <p>Careers: Nanotechnology engineer, chemist, technical writer, environmental scientist, renewable energy engineer, graphics expert</p> <p>Transferable Skills:</p> <p>___ ability to research new technology</p> <p>___ ability to promote change</p> <p>___ ability to apply science concepts</p> <p>___ reads and understands technical information</p> <p>_____</p> <p>_____</p> |  <p>Careers: Equipment operator, freight forwarder, cargo inspector, recyclable material collector, contracts manager, driver, air traffic controller</p> <p>Transferable Skills:</p> <p>___ ability to perform math calculations</p> <p>___ ability to operate equipment and vehicles</p> <p>___ apply safety practices</p> <p>___ ability to organize and manage documents</p> <p>_____</p> <p>_____</p> |

Practice Makes Perfect

Your transferable skills are not gifts that you were born with; you've been learning them and practicing them all your life. As you advance through one or more careers, you'll polish the skills you already have and acquire new ones to fit the job.

When you evaluated yourself in *Pack Your Bags*, a picture of you emerged that will guide your next steps. Use the results of your inventory of skills in *Pack Your Bags* to determine what new skills you need to learn and how to develop them.

Step One. Select three career pathways from *Road Trip* that match your interests.

Career Pathway one _____

Career Pathway two _____

Career Pathway three _____

Step 2. Review the skills you checked off in *Pack Your Bags* and *Road Trip*. Identify three transferable skills that you still need to develop and create a strategy for practicing them.

For example, if you choose the Hospitality and Tourism pathway and believe that you would benefit from doing some event planning now, you might want to join a committee to plan a school event. You might also help plan a family holiday gathering.

First skill I want to acquire: _____

Strategy for practice: _____

Practice Makes Perfect (Continued)

Second skill I want to acquire: _____

Strategy for practice: _____

Third skill I want to acquire: _____

Strategy for practice: _____
