

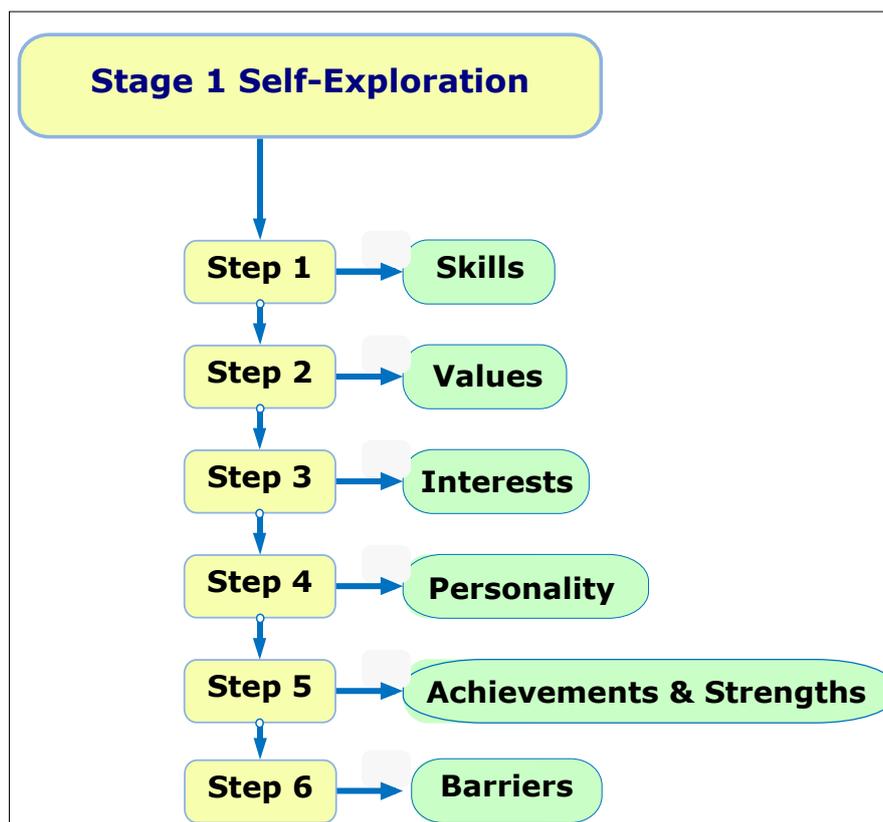
Stage 1: Self Assessment and Exploration

In this stage you explore the 2 questions



The Stage involves taking a closer look at your:

- Skills
- Values
- Interests
- Personality
- Achievements and Strengths
- Barriers



## Step 1

### Skills

#### Introduction

One of the first things of interest to an employer is your skills.

In this step you will be extensively exploring your skills.

Far too often individuals can narrow their employment options by stereotyping themselves. They can believe that because they have been trained to a particular job and have possibly spent years in that job, they can do nothing else.

This is very misleading, and even where an individual has worked all of their lives in one specialised area, they will have acquired a host of useful skills that can be transferred to other occupations. These skills are known as **Transferrable Skills**.

It is vitally important that you are aware of your **Transferrable Skills**.

Skills can be categorised into four broad areas as follows:

**Data Skills**

**Ideas Skills**

**People Skills**

**Things Skills**

While most occupations will lean on one or more skills category, all occupations use a variety of skills from every area.

What this means for you is that though you will have skills in every area, in some areas you will be stronger than others.

#### Recommended:

**For a more in-depth exploration of skills, skill categories and transferrable skills go to:**

**[Skills; Explained](#)**

**Explanatory examples can also be found here.**

## Step 1 Skills

**Aim of Step 1  
Is to identify and assess your skills.**

### Objectives:

At the end of this step you should be able to:

- **Identify and draw up a list of your skills.**
- **Know which category each skill fits into.**
- **Show how your skills are 'Transferable' to other roles.**
- **List jobs that require your skills**



### Please note the following before you begin to use the Extracting Skills Tool:

*The exercise is usually best carried out over a few days, as roles you may have carried out and skills you may have used in the past do not always come to you immediately when doing the exercise.*

*There is sometimes a difficulty distinguishing between a role and a skill. E.g. Is operating a cash register a role or a skill? In fact it is both. The specific skill is 'operating a cash register'. The broader skill can be described as 'operating machinery'. Don't get too hung up on the detail and go with your own feeling.*

### Step 1 utilises 3 Tools and therefore comes in 3 Parts

While it is possibly the most difficult Step in the process, it is critical that you are strongly aware of your Skills

For a fuller explanation of skills go to



Skills Extraction  
Tool Instructions



Skills List Tool  
Instructions



Skills Explained

Skills Extraction



Part 1

Skills List Tool



Part 2

The Skills Wheel



Part 3

## Extracting Skills Tool - 1st Part of Step 1 - 3 Parts Total

### Instructions:

This exercise is often best carried out over a few days, as roles you may have carried out and skills you may have used in the past may not always come to you immediately while doing the exercise.

*I'll have to think about this*

Roles you have performed in previous jobs require a combination of Skills to carry them out successfully. The purpose here is to identify roles you have performed and extract the Skills you used in their performance.

1. Follow this link to a template titled **Extracting Skills Tool**. Print off the template, and note that it has several different columns.

### Extracting Skills Tool:

Role	Skill and skill level from 1 - 4 1: Poor 2: Fair 3: Good 4: Excellent	Like	Data	People	Ideas	Things
Waiting on tables	Communication -4 Taking orders - 3	Y OK		Y		
Waiting tables	Carrying food trays - 4	N				Y



**Extract Skills Tool**

2. In the 1<sup>st</sup> column called **Role** - list typical roles you may have performed in the course of your work in previous jobs.
3. In the 2<sup>nd</sup> column - **Skill and Skill Level** - list some of the skills you used to carry out the roles, and rate how good you feel you are at using that skill between 1 and 4 where 1 - Poor, 2 - Fair, 3 - Good, 4 - Excellent. (You don't need to be modest - just be honest).
4. In the next column - **Like** - Indicate if you liked using the skill with a **Y** for Yes. If you didn't like using it indicate **N** for No. Leave blank or use an indication of your choice if you don't have any strong like or dislike for using this skill. In other words your feelings are Neutral.
5. Indicate what type of Skill Category(s) you think the skill fits into by ticking the appropriate box - Data - People - Ideas - Things. You will find an explanation of Skill Categories by following this link - **Skills Explained**.
6. Keep going until you are happy that you have adequately extracted all or most of your skills.

This list will be used in the next tool, and can also be used for future reference to help you with your Personal Packaging in Stage 4 (CV, Cover Letter, Verbal Pitch, and Interviews).

**Total the ticks for each skill area and transfer your skill areas in order from most skilled to least skilled, to your Career Development Plan.**



## Skills List Tool - 2nd Part of Step 1 - 3 Parts Total

### Instructions:

*Note: **Broader Skills:** Some of the skills extracted in the last assignment may be very specific, and can be re written as a Broader Skill if you wish. For example; The Broader Skill of driving a tractor is simply driving. The broader skill of running a shop is managing. The trick here is to ask if there is a short word or phrase that adequately describes the skill.*

1. Open the **Skills List Tool** and Print it off. From the list compiled in the previous Skills Extraction Tool, transfer the relevant information as described in the following steps:
2. In the section titled **Motivated Skills** put all those skills you indicated that you liked.
3. Under **Neutral** indicate those skills that you had no strong feelings as to whether or not you liked or disliked them.
4. Under **\*Burnout or Dislike** write all those skills that you indicated that you dislike. (\*A **Burnout skill** is one that you no longer enjoy using - it is often a skill that you are quite good at)
5. **Transfer your main Burnout/Dislike Skills to Page 3 of your Career Development Plan.**
6. From the **Motivated Skills** section **ONLY** indicate with a **Y** (Yes) in the column titled **Development Skills** whether or not this is an area that requires improvement. If you rated the skill at a 1, or a 2, in the previous exercise then it is an area for development. If it is a 3 then you may be satisfied that the skill area does not require further development. If you are unsatisfied and feel that you would like to improve somewhat in this area then indicate this in the Development Skills Column.
7. Examine closely your list of motivated skills, and rank them in order. The ranking preference should reflect how much you currently like using them.
8. **Transfer your top Motivated Skills to Page 3 of your Career Development Plan.**
9. Examine closely your list of development skills, and rank them in an order that indicates which skill areas you would most like to develop.
10. **Transfer your top Development Skills to Page 3 of your Career Development Plan.**



Skills List Tool

### Sample Skills List Tool

		<u>Development</u>
<u>Motivated Skills</u>	Communication - 4	<u>Yes/No</u> No
<u>Neutral</u>	Operating Computer - 2	Yes
<u>Burnout or Dislike</u>	Carrying Food Trays	No



## Skills List Tool:

<b><u>Development</u></b>	
<b><u>Motivated Skills</u></b>	<b><u>Yes/No</u></b>
<b><u>Neutral</u></b>	
<b><u>Burnout or Dislike</u></b>	





## Skills Explained

### Data Skills

These are a range of skills that are typically used to organise facts, data, records, and to analyse and evaluate information.

People who use these skills will often be working with figures. An office worker for example would use a high proportion of Data Skills.

### Ideas Skills

These skills are required for designing systems and models, looking for solutions, and being creative in general. From musicians to architects Ideas people are usually innovative. A businessman will often have good ideas skills, as will a good gardener.

### People Skills

People Skills are used in teaching, selling, entertaining, helping, motivating and the like. Good people skills will usually go hand in hand with good communication and interpersonal skills.

### Things Skills

These skills include such things as repairing, using tools, driving, operating machinery, making things, and physical work in general. Tradesmen typically have high levels of things skills, as would farmers and many general operatives.

Here is a short list of typical skills:

Driving, Handling, Helping, Identifying, Problem Solving, Testing, Serving, Supervising, Systemising, Translating, Accounting, Planning, Improvising, Producing, Typing, Organising, Administrating, Preparing, Inventing, Implementing, Building, Processing, Operating, Painting, Printing, Computing, Having Responsibility, Drawing, Taking –instructions, Managing, Performing, Listening, Projecting, Team Building, Setting Up, Reasoning, Writing, Weighing, Coaching, Persuading, Dealing with, Estimating, Teaching

### Your Skills:

All occupations use a variety of skills from each category, but will tend to lean strongly towards one or two main categories.

This means that though you will have skills in every category, in some areas you will be stronger than others.

It is useful to keep this in mind, as far too often individuals can narrow their options, as they often believe that because they have been trained to a particular job and have possibly spent years in that job, they can do nothing else.

This is not accurate, and even where an individual has worked for a long time in a specialised field, they will have a host of useful skills that will transfer to other occupations. These skills are called **Transferrable Skills**.

Let us look at the range of skills that a shop assistant will typically use.

Continued on next page

**Some skills used by a typical shop assistant:**

Role	Data Skills	Ideas Skills	People Skills	Things Skills
Operating cash register	Working with Data and Figures			Understanding how the machine works and Physically operating it
Checking out customers goods	As in operating register		Dealing with customers	Packing goods properly
Restocking shelves	Knowledge of computerised stocking system		Communicating with other staff	Opening boxes and putting goods on shelves
Organising display		Finding best location and designing display	Communicating with manager	Putting the display together
Overseeing hot food counter	Recording sales	Organising cleaning system	Managing assistants Managing Customers	Operating equipment

As you can see from the above example, this shop assistant uses all four skill types in the performance of their roles, and these are only a fraction of the roles the assistant is likely to perform.

Consideration of the various occupational roles you have performed in the past will give you a good indication of the types of skills you have acquired.

Can you see how many of the skills used by the shop assistant in the above example, can be easily **transferred** to other occupations?