

Career Planning
Module
PART 1
ASSESS
your skills

Teaching is a **VERB** *too!*

ASSESS | **BROADEN** | **CHART**

LAURIER
Career Development Centre

CAREER PLANNING MODULE – PART 1

ASSESS YOUR SKILLS

How well do you really know yourself?

The Goal of self-assessment is to:

- broaden your awareness of yourself and your range of options
- clearly distinguish yourself in every aspect of your career planning and job search
- better articulate your unique set of technical and soft skills
- prepare you to respond to the often-asked “Tell me about yourself” question

OUTCOMES:

Key Information Gathered through the Self-Assessment Process

My personality type is:	
My core work values are:	
My learning style is:	
My preferred work environment is:	
My core lifestyle preferences are:	
My key interests are:	
My key skills are:	
Potential career themes or roles:	

Where you can use this information -

- Resumé and Cover Letter documents
- Interviews – Job and Informational
- Introductions and Networking - Professional and Casual settings
- Performance and Promotional Career Discussions
- Current and future Career and Job Research activities

EXERCISES:

1) PROFESSIONAL SKILLS SUMMARY

Draft a "Skills Profile" that might appear on your resume or cover letter. This chart can also be a great reference sheet for you during an informational or job interview. You will want to customize it for each job that you are targeting.

Experience -
Relevant Skills 1 -
Relevant Skills 2 -
Personal Quality 1 -
Personal Quality 2 -
Relevant Achievement (Quantify if possible) -
Bonus Skill, Interest, Certification, Experience -

SAMPLE SKILLS SUMMARY

Experience – Over 10 years of client service gained within retail, corporate, and educational settings
Relevant Skills 1 – Successfully developed and delivered training to ethnically and demographically diverse audiences
Relevant Skills 2 - Advanced knowledge of learning theory and application of multiple learning strategies to achieve specific outcomes
Personal Quality 1 - Commended for unique ability to classify, process, and administer complex information to ensure efficiency and improve accessibility for end users
Personal Quality 2 - Demonstrated commitment to continuous professional development; currently enrolled in Human Resources Professional Association qualifying courses
Relevant Achievement (Quantify if possible) – Created parent/teacher communication binder which doubled parental homework feedback participation rate

Bonus Skill, Interest, Certification, Experience – Part of team of host school teachers chosen to consult with provincial literacy specialists surrounding new literacy pilot program

2) 30 SECOND INTRODUCTION

Prepare a 30 Second introduction statement that you might use to create a positive and memorable professional image at an event or during an interview. Be prepared to discuss how the skills you developed within a classroom setting can be applied to your target work environment. Test it out on few people and tweak it as necessary. By practicing this statement you will build your comfort level when delivering it.

SAMPLE 30 SECOND INTRODUCTIONS

Some of the skills that have given me the highest rewards as a developing professional have involved collaborating with others to produce timely solutions to meet specific client needs. As a client-focused graduate with a realistic understanding of how current and emerging labour market trends are affecting today's workers, I am confident that I can bring fresh insight into policy recommendations surrounding crucial issues such as equity and diversity in the workplace. As an active member of the Grand Valley Chapter HRPAO, I am committed to ongoing professional development, and am currently working toward the completion of the CHRP qualifying courses...

OR

Having been part of a dynamic team of teachers chosen to consult with provincial specialists surrounding a literacy pilot program gave me valuable experience in assessing and in formulating program recommendations. As a result of my experience in the area of evaluation and policy recommendation, I will be able to offer valuable input into these key facets of strategic human resource planning. As an active member of the Grand Valley Chapter HRPAO, I am committed to ongoing professional development, and am currently enrolled in Human Resources Professional Association qualifying courses...

OR

As a creative leader and client-focused graduate with a strong sense of community who has a working understanding of how the human resource principles of planning, organizing, research and evaluating apply within organizations, I am confident that I can bring fresh insight and relevant skills to this position.

RESOURCES

Transferable Skills Inventory – Reference List

This is the perfect time to examine the scope of your professional skills. When exploring career options within or beyond the classroom, it can be useful to reflect on the scope of skills which you carry with you from one job setting to another.

Intercultural Effectiveness Skills:	<ul style="list-style-type: none">Communicate with people of other cultures earning trust and respect
Organization/Coordination Skills:	<ul style="list-style-type: none">Experience planning, designing and executing long and short-range projects
Motivational Skills:	<ul style="list-style-type: none">Create non-threatening, all-inclusive learning environments
Time Management Skills:	<ul style="list-style-type: none">Creatively improvise when designing and implementing learning events
Public Speaking Skills:	<ul style="list-style-type: none">Adapt level of language to relate to needs of audience
Adaptability, Flexibility, Change Management	<ul style="list-style-type: none">Respond effectively to unexpected pressures and events
Technological Knowledge Skills:	<ul style="list-style-type: none">Incorporate creative learning techniques using current technologies
Group Facilitation Skills:	<ul style="list-style-type: none">Engage and inspire learners at their own level
Communication Skills:	<ul style="list-style-type: none">Speak with clarity and confidence; listen with empathy and non-judgement
Supervisory Skills:	<ul style="list-style-type: none">Train, evaluate, mentor, counsel and guide others

Leadership Skills:	<ul style="list-style-type: none"> Coordinate, delegate, collaborate, accept responsibility for meeting organizational objectives
Conflict Resolution Skills:	<ul style="list-style-type: none"> Establish rapport, offer support, troubleshoot, negotiate outcomes, manage challenging behaviour
Evaluation Skills:	<ul style="list-style-type: none"> Examine and assess performance, interpret results, diagnose problem areas
Liaising Skills:	<ul style="list-style-type: none"> Problem-solve with community professionals around sensitive issues
Writing/Research Skills:	<ul style="list-style-type: none"> Design evaluation models, convey messages to multiple audiences, research funding sources
Lifelong learner:	<ul style="list-style-type: none"> Continually develop new skills, understandings, and uses for information

Partially Adapted from: A Kaleidoscope of Alternative Career Choices for Teachers

Available through the Laurier Career Development Centre** (administrative charges apply)

Personality Assessment Tools (choose 1)

- THE MBTI (Myers-Briggs Type Indicator) \$25
- TYPEFOCUS (a Jungian Type Inventory) \$5

Career Interests and Skills Inventories (choose 1)

- The Strong Interest Inventory \$20
- The CareerKey \$5
- Career-Leader (for business-specific career options) \$25

**When you register for assessments, you will be booked for a 40 minute individual debrief appointment with a professional career consultant to review your results and discuss possible career implications.