

Career Skills 2



Self Assessment

Today's lesson will focus on:

Understanding why your career track fits, your ideal work environment, and what transferrable skills you bring to your new career.

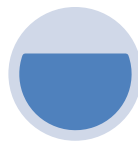
Career Skills Overview



Certification

Technical
Ability

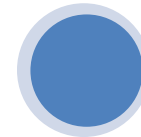
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Career Skills

Soft Skills
Presentation

=



Living Wage
Career



Expectations

- ✓ Complete all assignments during course
 - If you miss a day, you will still need to access and complete the assignment
- ✓ Attend Post-Class Meeting to finalized your Resume, Cover Letter, and LinkedIn
- ✓ Gain a score of 3 or higher on Professional Mock Interview Day
 - If below 3 you will need to schedule follow up interviews.
- ✓ Complete Jobseeker Survey at end of class

Career Skills 2 Overview

Day	Class	Assignment Due Dates
1	Lesson 1: Self Assessment Lesson 2: Career Research and Goals	Assignment 01-Self Assessment Assignment 02-Career Research and Goals
2	Lesson 3: Personal Branding Lesson 4: Networking	Assignment 03-Personal Branding Assignment 04-Networking
3	Lesson 5: Resume	
4	Lesson 6: Cover Letter	
5	Lesson 7: Creating LinkedIn	
6	Lesson 8: Maintaining LinkedIn Lesson 9: Applying and Tailoring	Assignments 05 & 06 (Send Resume & Cover Letter Meeting Checklist Standards)
7	Lesson 10: Interview Questions	Assignment 07 (Send Customized LinkedIn URL meeting checklist standards) Assignment 08-Interview Questions)
8	Lesson 11: Interview Logistics	Assignment 09-Interview Questions Continued Assignment 10-Mock Interview (1 st Attempt)
9	Lesson 12: Mock Applying and Interviewing	Assignment 11 (Send Application for Mock IT Assistant Position Meeting Checklist Standards) Assignment 10-Mock Interview (2 nd Attempt)
10	Professional Mock Interview Day	

Class Agenda: Self-Assessment

At the end of today's session, you should feel better answering the following questions:

1. What do you want to do? And Why?
2. What is your ideal work environment?
3. What do you have to offer your next career?

Today's topics will be:

- Career Skills Overview
- Personal Mission Statement
- Ideal Work Environment
- Transferrable Skills

Deliverable: Assignment 1-Self Assessment
Due: End of Session

"Finding a career as opposed to a job wouldn't just come from perusing the contact pages of an alumni directory; it required deeper thought and effort."

-Michelle Obama

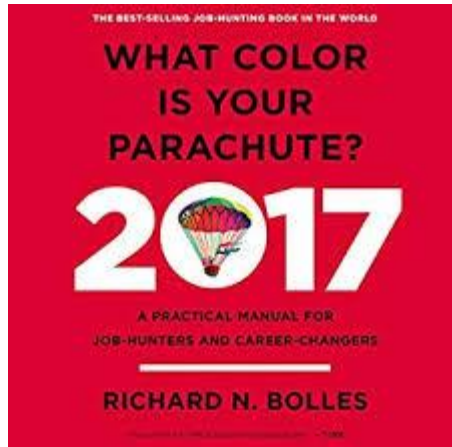


Understanding Yourself in 3 Questions

1. What do you want to do? And Why?
2. What is your ideal work environment?
3. What do you have to offer your next career?

How We will Answer These Questions

Applying shortened techniques adapted from
Best Seller: What Color Is Your Parachute?



"One of the first job-hunting books on the market. It is still arguably the best. And it is indisputably the most popular."

--*Fast Company*

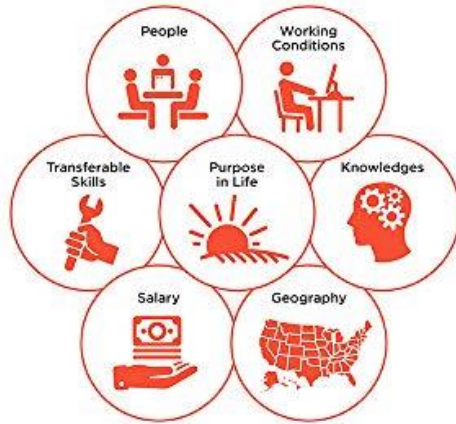
"Parachute is still a top seller and it remains the go-to guide for everyone from midlife-crisis boomers looking to change their careers to college students looking to start one."

--*New York Post*

"It's basically the bible of career advice."

--**US Department of Labor**

Background: Flower Technique



The Flower Exercise

A unique self-inventory that helps you design your career—and your life—around your key passions, career skills, traits, and more.

- 7 Step Process
- We will focus on the following 3 sections:
 - Purpose in Life
 - Working Conditions
 - Transferrable Skills

Understanding Yourself in 3 Questions

1. What do you want to do? And why?

- Understand *Purpose In Life* by creating a Personal Mission Statement

2. What is your ideal work environment?

- Understand *Working Conditions* by focusing on what you did like and didn't like from past positions.

3. What do you have to offer your next position?

- Understand *your transferrable skills* by reflecting on what you're awesome at, and determining examples where you displayed that skill.

What You Want To Do:

What is a Mission Statement?

- A formal written statement of the purpose of a company or organization. The mission statement should guide the actions of the organization, spell out its overall goal, and guide decision-making.
- A **personal** mission statement is a statement that encapsulates everything you would like to be, do, and have. It defines what success looks like to you.

What You Want to Do: Example Mission Statements

OPRAH WINFREY: "To be a teacher. And to be known for inspiring my students to be more than they thought they could be."



DENISE MORRISON: "To serve as a leader, live a balanced life, and apply ethical principles to make a significant difference."

Creating a Personal Mission Statement: Values You Associate with Self

Assignment 1: Self-Assessment Worksheet, Section 1

- Considering a positive meaningful moment in your life – what values were you honoring at this time?
- Considering a time when you got angry or upset – what values were being suppressed?
- What codes of conduct do you live your life by? What values do these instill?

Personal Example:

- Empathetic
- Hardworking
- Passionate

Creating a Personal Mission Statement: Someone You Admire

Assignment 1: Self-Assessment Worksheet, Section 1

Michelle Obama

- Strong advocate for diversity and inclusion.
- Connected with many types of people.



Batman

(Doesn't have to be someone you know, or even a real person!)

- Protects those in need.
- Tries not to burden others.

Creating a Personal Mission Statement: How Do You Want to Be Remembered?

Assignment 1: Self-Assessment Worksheet, Section 1

- Imagine your descendants 100+ years from now thinking about you. What would you hope they say?
- Personal Example:
 - Caring
 - Positive
 - Fighter/Passion
 - Strong Community Impact

Your Mission Statement

Assignment 1: Self-Assessment Worksheet, Section 1

Take all 3 of the previous questions to help create your own mission statement.

- You don't need to use everything listed, just the major points.

Bock's Personal Mission Statement: To make a positive community impact through supporting those in need by ensuring they are heard/respected, and giving them the resources to amplify their voice/dreams.

Connecting Your Mission to Your Career.



- Connecting your personal goals and values with that of your job will not only ensure you are satisfied, but allow you to explain to employers why this job is best fit for you.
- Not every aspect of your mission statement needs to align with your job.
- Other examples:

Mission	Position	Connection
Supporting Others	IT Support Role	Can make customer's lives easier.
Ethical	Administrative Role	Ensure everything is in order so company can best support workers and clientele.

Your Ideal Work Environment What You Like (And Don't)

Assignment 1: Self-Assessment Worksheet, Section 2

Take aspects of your past jobs that made you feel...



Your Ideal Work Environment: Digging Deeper

- If needed, go a level further and determine what gave you energy or took from you in those situations.
- Example:

Feeling	Reason	What made it positive/negative?
Positive	Office	Very clean and organized.
Negative	Manager	Micromanaged, could tell they didn't trust me.
Positive	Coworkers	Very diverse and we connected outside of just work.
Negative	Work Duties	Too repetitive and unchallenging.

Your Ideal Work Environment: Explaining to Employers

- Now try to sum things up in several words
- Spin everything in a positive manner

Feeling	Reason	What made it positive/negative?	Summing it Up
Positive	Office	Very clean and organized.	Work environment that's accessible to everyone.
Negative	Manager	Micromanaged, could tell they didn't trust me.	Boss who trusts me to do the job.
Positive	Coworkers	Very diverse and we connected outside of just work.	Diverse range of employees. Willing to connect outside of work.
Negative	Work Duties	Too repetitive and unchallenging.	Challenging work.

Transferrable Skills



Transferrable Skills

- Transferable Skills are skills that can be applied to any job
 - **Multitasking** (Project Management, Prioritization)
 - **Communication** (Public Speaking, Persuading customers to buy)
 - **Customer Service** (Resolving complaints, Holding effective 1 on 1 meetings)
 - **Leadership** (Training others, Providing guidance & support)
- How you explain your past jobs can make employers more receptive to you:
 - **Served guests 30 meals per night**
 - **Multitasked 10 orders at once to serve 30 meals per night**

Soft Skills: A Perspective

"67 percent of HR managers said they'd hire a candidate with strong soft skills even if his or her technical abilities were lacking, while just 9 percent would hire someone with strong technical credentials but weak soft skills."

-Society for Human Resource Management

Transferrable Skills: Understanding & Presenting Your Own

Assignment 1: Self-Assessment Worksheet, Section 3

- Starts with a simple question: **Why Are You Awesome?**
- Example: I'm **Empathetic**
 - Worked with clients who were having suicidal thoughts and issues such as domestic violence.
 - Asked previous employer to instill transportation benefits due to the strain on other employers.
 - Supported father through sickness.

Why Are You Awesome = Why Are You Hireable?

Class Review: Self Assessment

How do you feel about answering the following questions?

1. What do you want to do? And Why?
2. What is your ideal work environment?
3. What do you have to offer your next career?

Please turn in Assignment 1-Self Assessment