

Motivated Skills

17 JUNE 2016



What Are Skills

Skills are what we can do

- They can be job specific or general

Skills take time to develop

- We build up competence with practice

Skills are not the same as knowledge

- Knowing about something and being able to do it are not the same
- Think about learning to swim, reading books is not enough

Skills are important

Skills are some of your key assets

- Skills are one of the building blocks of your CV
- Used in matching job roles and candidates

Recruiters look for skills and achievements when making decisions

- Interviewers use competency frameworks to probe for skills
- You need to be able to back everything up with examples

Skills need to be specific

- *“Good communications skills”* is not very helpful to a recruiter
- *“Able to give clear instructions for accounting task”* is more specific
- *“Deliver clear presentations to customer”*

Different Types

Skills can group into areas involving:

Concepts or Ideas

People

Things

Information

Enterprise

Competency Level

We have different levels of competency for different skills

Very Competent

Competent

Adequate for task

Undeveloped

Motivated Skills

What skills do you enjoy using?

What gives you energy when you do it

May be good at something, but really bored by it

Skill Card Exercise – Initial Sort

A large set of different skills – some of which may surprise you

Go through pack and sort quickly into 4 columns

- “Very Competent”, “Competent”, “Adequate for task”, “Undeveloped”
- Be generous with yourself, aim for 15 in Very Competent

Skill Card Exercise – Potential

Pick 2 from “Undeveloped” for your New areas

- Skills you have never developed but always wanted to try

Pick 2 from “Competent” for your Future learning

- Skills you would like to develop within 12 months of starting your next job

Pick 2 from “Adequate for task” for your Career breakthrough skills

- Skills you need to sharpen up or talk about better in interviews

Skill Card Exercise – Motivation

Take the “Very Competent” pile

- Should have about 15, if more than 20 edit it down

Put the “Skills I enjoy using” on the left and “Skills I don’t enjoy using very much” on the right about 50cm apart

Place the cards where they fit for you on this spectrum

- Feel free to rearrange them

Take the left hand 10 – these are you motivated skills