

Why are skills important

Skills point to your achievements

Skills are the building blocks of your CV

Recruiters look for achievements and skills when making decisions

Interviewers use competency frameworks to probe for skills

Knowing and doing is not the same.

- Skills are about what you can do

Need to understand our skills

Most people are unaware of more than half of the skills they have

- Too obvious to us
- Can ask others what they think we are good at

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”*

Think about where you use the skill

Main Categories of Skills

Things

People

Information

Ideas

Examples of skills

People

- Helping
- Listening
- Persuading
- Collaborating
- Supervising
- Motivating
- Selling

Information

- Researching
- Analysing
- Deciding
- Listing
- Co-ordinating
- Counting
- Checking

Things

- Making
- Repairing
- Installing
- Building
- Driving

Ideas

- Designing
- Adapting
- Transforming
- Drawing
- Painting
- Classifying

Main categories of skills by job type

People

- Teachers
- Social workers
- Counsellors
- Trainers
- Salespeople
- Personnel officers

Information

- Researchers
- Librarians
- Auditors
- Archivists
- Editors
- Systems Analysts

Things

- Engineers
- Machine operators
- Nature wardens
- Vets
- Carpenters
- Car designers
- Gardeners

Ideas

- e Business pioneers
- Marketing
- Artists
- Writers
- Campaigners
- Systems designers

Skills are not character traits

Skills and traits are often confused

Words describing skills tend to be adjectives

- Presenting, checking,

Traits describe the way we use a particular skill

Can identify skills by thinking

- what you are actually doing when being _____
- For example: Thorough
- *I am very thorough when I am planning a testing programme*
- So the skill is in planning

| | | | |
|---------------|------------|------------|--------------|
| Honest | Reliable | Consistent | Enthusiastic |
| Pleasant | Charming | Ingenious | Clever |
| Witty | Persistent | Thorough | Creative |
| Consistent | Rigorous | Diligent | Inclusive |
| Warm | Reserved | Numerate | Aware |
| Comprehensive | Organised | Wise | |

Identify skills by Reviewing a event in your life/work

Your objective

- What you were trying to achieve

Your obstacles

- What stood in your way

Your actions

- Describe what you did
- Look for the skills you used (words that end in “ing”) this gives you the skills words

Your result

- What you actually achieved

Ask a friend to listen to your story and ask about what you did

- Aim to extract as many skills as possible
- You may be surprised at the results

Example of event review

| | | |
|------------------|---|---|
| Objective | To build a garden shed from a DIY Kit | |
| Obstacles | I am not into DIY, we were running out of space in the house and my partner was threatening divorce! | |
| Actions | I read the plans. I checked all the items in the box. I assembled all the tools I needed. I dug the foundations ... | Skills |
| | | Reading Checking Assembling Digging ... |
| Result | I got the shed up in an afternoon and saved about £200 and saved my marriage | |

Template for event review

| | | |
|------------------|--|---------------|
| Objective | | |
| Obstacles | | |
| Actions | | Skills |
| | | |
| Result | | |

Key Actions

Build up the list of skills

Identify when and where you use them

Capture the stories about when you have used them

Can use this with other techniques to identify more jobs