

# Instructor's Guide

for

## GETTING THE JOB YOU REALLY WANT SERIES, VIDEO 3:

### GETTING TO USE YOUR SKILLS IN YOUR IDEAL CAREER

*"Many people don't realize that everyone has hundreds of skills, not just a few. When I ask someone in a job search workshop what skills they have, too often they say, 'I can't think of any.'" Mike Farr, The Very Quick Job Search*

#### Overview

This program deals with various skills that people bring to jobs. Most people are not good at expressing their skills. Three out of four employers who interview job candidates say they don't present their skills well.

You have to develop a language to express your skills. Don't think of what skills you don't have; instead focus on what skills you do have. This helps you to decide what kind of work is right for you and to present yourself better in interviews. It's important to find work where you can use your skills so that you feel motivated and interested.

There are three types of skills. This skills triad consists of

- Job-related skills
- Adaptive skills
- Transferable skills

**Job-related skills** are skills specific to performing a job, such as familiarity with a software program or mechanical skills. These skills don't have to only come from job experience: Consider experience in hobbies, school, family, or volunteer activities.

**Adaptive skills** (also called personality traits) are skills that help you adapt to situations. Being on time, showing enthusiasm, and getting along with others are examples of adaptive skills. The ability to learn is an important adaptive skill that is often more important to employers than job-related skills because most job-related skills can be learned.

**Transferable skills** are skills you can take from one task or job to another. Being organized is an example of a skill that can be used in many different jobs.

It's important that you learn to identify and present your skills effectively. Draw on work and non-work related experiences and accomplishments.

To identify your own skills, you might start by looking at published lists of skills. However, it's important that you relate those skills to stories from your own life and things you have done so that your list of skills is true to yourself. You can also take assessment tests to identify skills and aptitudes. Then you can learn the requirements of a job you're applying for, know what your skills are, and relate the two.

There are various resources to help you identify your skills and relate them to career clusters, including

- ***Occupational Outlook Handbook*** (OOH) published by the U.S. Department of Labor. This publication lists major occupations, pay, projected growth, and more. 85 percent of the U.S. workforce's jobs are covered here.
- **O\*NET** database from the U.S. Department of Labor. This database lists over 1,000 jobs. The ***O\*NET Dictionary of Occupational Titles*** is a convenient print version of the database and includes additional information.

You can find these resources in libraries, through JIST Publishing, or on the Internet. Useful links are [www.careeroink.com](http://www.careeroink.com), [www.jist.com](http://www.jist.com), [www.onetcenter.org](http://www.onetcenter.org), and [www.bls.gov](http://www.bls.gov).

In addition to publications and the Internet, talk to people who work in the field. Contact employers and ask what skills they look for in these types of jobs. Research opportunities that match your skills. Once you identify your skills you can select the best long-term career opportunities and short-term jobs and express your skills effectively in any interview situation.

## Presentation Suggestions

List these words on the board or overhead:

Patience

Communication

Teamwork

Able to organize

Able to coordinate

Solving problems

Planning

Negotiating

Fixing things

Managing finances

Supervising

Teaching

Learning quickly

Ask students to identify two skills they use in dealing with their family. Now ask them to identify two skills they have used on the job. Discuss whether the skills they use in their family might also be useful on the job. Could they express these family-related skills to an employer?

When you feel the students have begun to identify some skills they did not recognize before now, give them the **Anticipation Quiz** to complete prior to viewing the video. If you wish allow the students to state their answers and discuss them.

Show the video. Encourage students to make changes to the answers they put down for the Anticipation Quiz while watching the video.

At the conclusion of the video, ask students to discuss any changes they made to the answers on the Anticipation Quiz as a result of information in the video. Follow up the discussion with the **Activities**.

Use the **Discussion Questions** to request oral or written responses from students, or assign the questions as homework essays.

Give the **Quick Quiz** at the conclusion of class and correct the quizzes as a group.

Assign the **Homework Option**, if desired.

## Anticipation Quiz

**Directions:** Answer these questions as completely as possible. You will revise your answers as you watch the video.

1. What are transferable skills?
2. Name three resources you can use to identify which skills are required in various job clusters.
3. Is being on time a skill? What kind of skill is it?
4. Are non-work related skills useful to an employer?
5. How can you develop a language to express your skills to employers?

### Answer Key

1. A skill you can use in many jobs.
2. The *Occupational Outlook Handbook*, O\*NET database, *O\*NET Dictionary of Occupational Titles*.
3. Yes, it's an adaptive skill.
4. Yes.
5. Identify your skills, relate them to stories about what you've done in your life, and relate them to the job you're applying for.

## Activities

### Activity #1

**Title:** Adaptive Skills Exploration

**Format:** Small group

**Time:** 30-35 minutes

**Materials:** Chart paper, marker pens

**Procedure:**

1. Organize the class into groups of six.
2. Provide each group with some sheets of chart paper and marker pens.
3. Give each group this list:
  - Expressive
  - Motivated
  - Humble
  - Cheerful

- Independent
  - Open-minded
  - Optimistic
  - Versatile
  - Take pride in work
  - Methodical
  - Friendly
  - Team player
  - Solve problems
  - Persistent
  - Ambitious
4. Tell students that they are applying for a job as an auto mechanic. Ask them to list the skills from this list that would help them deal with the work an auto mechanic does every day on a piece of chart paper.
  5. Now ask them to repeat this exercise with the job of a manager in an accounting firm.
  6. Have groups compare their lists. Are there skills that help people in both jobs be successful? If two people had the same job skills but one identified these adaptive skills in an interview would he or she have an edge over the other person? Why?

## **Activity #2**

**Title:** Transferable Skills Study

**Format:** Individual

**Time:** 20-25 minutes

**Materials:** Paper, pen

### **Procedure:**

1. Have students list on a piece of paper the various jobs they've held. (If they have little work history, have them list jobs they performed in their family such as mowing the lawn or at school such as working on the yearbook). Ask that they list at least three jobs and leave a half page of space under each.
2. Under each job ask them to list what skills they used in the job that they consider to be transferable skills.

3. Tell students that they will be applying for a job as a retail clerk in a shoe store and they have no retail experience. Ask them to write a script of what they might say in a phone interview to answer the question: "What skills can you bring to this job?" drawing on the transferable skills they listed earlier.

### Discussion Questions

1. In the video one person says that the ability to learn quickly may be more important than coming to a job with a specific job-related skill. Do you think that's true for all occupations? Is that true of the type of work you want to do?
2. Do you think people would be happiest if they used a similar set of skills in their work and non-work related activities? Why?
3. Can you identify skills that you developed as a child in school that you use today in work situations? Do you think you can develop adaptive and transferable skills later in life, or are they set by your personality type and experience at an early age?

### Quick Quiz

**Note:** You may list the word bank on the board and read these questions out loud, allowing time for students to respond, or copy and hand this out as a written exercise. If you read the quiz, write responses on the board/overhead.

**Directions:** Fill in the blanks in the following questions using a word from the Word Bank.

#### Word Bank

Expressing

Stories

Hobbies

ONET

Internet

Transferable

Skills

Job related

Adaptive

*Occupational Outlook*

1. Being organized is an example of a(n) \_\_\_\_\_ skill.

2. If you are able to program computers, that's a(n) \_\_\_\_\_ skill.
3. Most people are not good at \_\_\_\_\_ their skills.
4. \_\_\_\_\_ skills are skills that help you get along in many situations.
5. \_\_\_\_\_ is an online resource that lists over 1,000 jobs.
6. The \_\_\_\_\_ *Handbook* is published by the U.S. Department of Labor.
7. Resources for information about careers and required skills are available from the library and on the \_\_\_\_\_.
8. After you look at lists of skills, you have to relate them to \_\_\_\_\_ about your life.
9. When identifying skills you can draw on those you've used with your family, in school, and in \_\_\_\_\_.
10. Most people think about what \_\_\_\_\_ they don't have, rather than those they do have.

### Answer Key

- |     |                              |
|-----|------------------------------|
| 1.  | transferable                 |
| 2.  | job related                  |
| 3.  | expressing                   |
| 4.  | Adaptive                     |
| 5.  | O*NET                        |
| 6.  | <i>Occupational Handbook</i> |
| 7.  | Internet                     |
| 8.  | stories                      |
| 9.  | hobbies                      |
| 10. | skills                       |

### Homework Option

Have students contact somebody who works in a job they are interested in or who hires people in those jobs and ask them to describe the skills used in that job every day. Then have students write a brief description of the interview and list the skills that the person mentioned, categorizing them as job-related, adaptive, or transferable.