

DIGI.JOB.ID

UNIT 2 - Recognising & validating the own skills/competences

Worksheets

DIGI.JOB.ID.
Digital Job Identities



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Recognising & validating the own skills/competences

Worksheets with individual tasks

Guide for Young Jobseekers

Everyday millions of young people around the globe are looking for careers and jobs — and finding them. Job search is a life changing experience because it transitions you from new graduate, school leaver, out of school youth, or unemployed to one who will soon join the world of work, earning your keep “by the sweat of your brow” and contributing to the world’s survival and affluence. Deciding on a career, looking for a job, or engaging in a business is a planned, structured, and designed process. It is not a game of lottery where you let luck take over. It is a deliberate, conscious and well thought out undertaking, one that requires YOU to be in control.

Job search can be a nerve-racking, tension-filled and frustrating endeavor, but it is and can also be a most fulfilling time of life. If you approach it with enthusiasm, careful planning, and adequate know-how, you will find that it is a journey that you will look back to and cherish as the learning adventure that it is. So buckle up and enjoy the ride!

Looking for a job is a 24-hour job.

Part one

Knowing where you’ve been

It is important that you are able to talk about your past with confidence, especially if you have stopped schooling or have been out of work for some time.

What to do?

- List down the reasons why you stopped. Be honest with yourself because this is the only way you can be honest with others.
- Plan how to explain your past. Prepare a script. Be clear about your reasons, how you have been spending your time, and why you decided to look for work.
- Memorize your script. Ensure that the main points are clear in your mind. Rehearse in front of the mirror so that you can say your piece as naturally and as confidently as you can. With enough practice you will be able to recite your script without much thinking.

Part two

Knowing what you've got

You have to know yourself in order that you can market yourself to others:

Skills, talents, abilities, competencies:

What can you do? What are you capable of?

Likes, interests, motivations, values:

What will make you do your best? What drives you?

Goals, dreams, ambitions:

What do you aim for in life? What would you like to be? What would you like to do? What would you like to achieve?

Quality match (preferred work conditions):

What kind of career best suits you? In what kind of environment will you be most happy in?

Basic competencies

Do you possess the 20 competencies listed in the next few pages?

You should!

And you should continue to improve on these to grow in your career.

1 Receive and respond to workplace communication – receive, respond and act on verbal and written communication.

2 Work with others – develop workplace relationship and contribute to workplace activities.

3 Demonstrate work values – demonstrating and living by desirable values and ethics in the workplace.

4 Practice basic housekeeping procedures - apply the basic housekeeping procedures.

- 5 Participate in workplace communication** – gather, interpret and gather information in response to workplace communication.
- 6 Work in team environment** – identify role and responsibility as a member of a team.
- 7 Practice occupational health and safety procedures** – comply with regulatory and organizational requirements for occupational health and safety.
- 8 Practice career professionalism** – promoting career growth and advancement.
- 9 Lead workplace communication** – lead in the dissemination and discussion of ideas, information and issues in the workplace.
- 10 Lead small teams** – including setting and maintaining team and individual performance standards.
- 11 Develop and practice negotiating skills** – collect information in order to negotiate to a desired outcome and participate in the negotiation.
- 12 Solve problems related to work activities** – solve problems in the workplace, including the application of problem-solving techniques, and to determine and resolve the root cause of problems.
- 13 Use mathematical concepts and techniques** – application of mathematical concepts and techniques.
- 14 Use relevant technologies** – selecting, sourcing and applying appropriate and affordable technologies in the workplace.
- 15 Utilize specialized communication skills** – use specialized communication skills to meet specific needs of external and internal clients, conduct interviews, facilitate group discussions, and contribute to the development of communication strategies.
- 16 Develop teams and individuals** – determine individual and team development needs and facilitate the development of the workgroup.
- 17 Apply problem-solving techniques in the workplace** – apply the process of problem-solving and other problems beyond those associated directly with the process unit. Includes the application of structured processes and improvement tools.
- 18 Collect, analyze and organize information** – process, analyze, interpret and organize workplace information and other relevant data.
- 19 Plan and organize work** – outcomes required in planning and organizing work. May be applied to a small independent operation or to a section of a large organization.

20 Promote environmental protection – adhering to environmental protection principles, strategies and guidelines.

**Here is another way to know what
your skills are:**

There are 4 categories of skills:

People skills – those that have to do with working with people, including serving, helping, influencing, thinking and acting, entertaining

Data skills – those that have to do with facts, records, files, numbers, details, systems and procedures

Thing skills – those that have to do with building, maintaining, processing, handling equipment or machinery, physical, biological or chemical functions

Idea skills – those that have to do with abstractions, ideas, creative expression, problem solving

Examples

<p>people skills</p> <ul style="list-style-type: none"> leading selling teaching helping serving speaking counseling training 	<p>data skills</p> <ul style="list-style-type: none"> computing tabulating analyzing planning posting researching testing checking
<p>think skills</p> <ul style="list-style-type: none"> repairing driving inspecting producing warehousing building machine work operating 	<p>idea skills</p> <ul style="list-style-type: none"> interpreting theorizing speculating predicting innovating anticipating discovering creating synthesizing ideas
<p>values</p> <ul style="list-style-type: none"> moral fulfillment recognition earning big money helping society justice self-respect power knowledge privacy time freedom 	<p>preferred work - conditions</p> <ul style="list-style-type: none"> multinational company no night work/shift medical benefits work alone training opportunities no weekend work

What work conditions would you like to see in your job or workplace?

The person I admire

Name a person you admire and consider your idol.

Why is he/she your idol?

What are his/her accomplishments?

What are his/her character traits?

Accomplishments

are a very important part of your resumé. They tell your target employer that you have done these things in the past and that you are capable of repeating them in your next job. Be sure that you can support your accomplishments with solid proof.

For those returning to work, list your work before your school accomplishments. Include things like being promoted at work even while you were sending a younger sibling to school and taking care of sick parents. This shows that you are focused and able to perform well at work despite your domestic concerns.

Sample Accomplishments:

- “I was president of the Soccer Club and still graduated valedictorian.”
- “I was named Employee of the Year.”
- “I put myself through school while working as a utility man in a dental clinic.”
- “I was given an award for the Best Science Experiment when I was in third year college.”
- “I prevented a fire in the warehouse through my alertness and quick action.”
- “I received a commendation for cooperation as a member of the Sportsfest Committee.”

Your summary statement

A summary statement is a short (about 50-60 words) description of you which includes:

- who you are
- years of experience (if any)
- your field
- three major skills
- three major traits

The aim of the summary statement is to provide the potential employer with a brief description of what you can do and why it is worthwhile to get to know you. It may be the basis for deciding to call you for an interview. It may determine why the reader will continue reading your resumé or throw it in the trash bin.

Examples

A skilled computer technician with experience in the manufacturing industry. Excellent skills in hardware maintenance and repair. Hardworking, able to get along with people with good communication skills.

An achiever with a track record of leadership in handling school organizations. Possesses excellent skills in problem solving, planning, and fundraising- Resourceful, works well under pressure, and delivers timely results.

A hardworking individual with excellent cooking skills, specializing in Japanese dishes, gained from work experience as a cook in a restaurant chain. Gets along well with people, trustworthy, and reliable.



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