

YOU'VE GOT MORE SKILLS THAN YOU THINK!

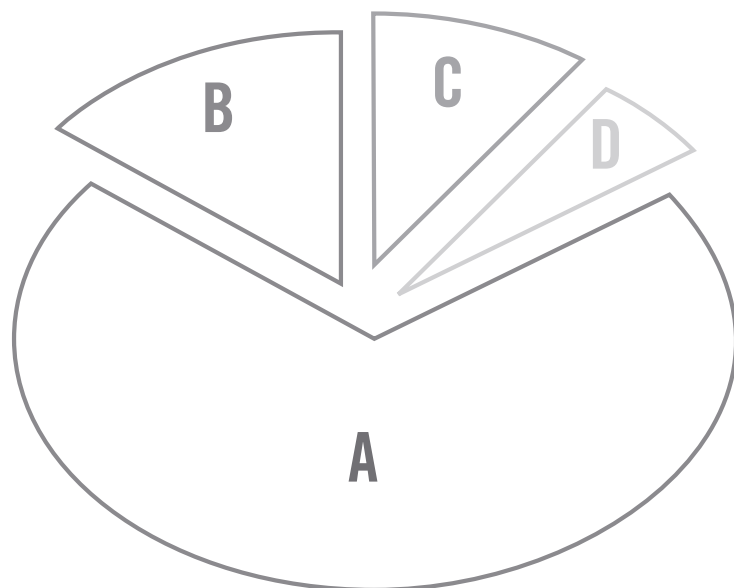


You'll be amazed at how many skills you possess once you start to look at yourself in a wider perspective. That means taking into account the kind of things you get involved in away from your day-to-day routine.

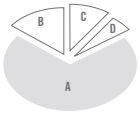
The example overleaf illustrates the benefits of thinking on a broader perspective.

**“I'm only a marketing/
admin assistant”**

Try the exercise for yourself – looking at your family, social life and other non-work-related activities. You'll be surprised how many skills you really have... *(see overleaf)*



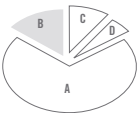
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A. FULL-TIME WORK – MARKETING/ADMIN ASSISTANT

SKILLS GAINED

| TASKS | ENTERPRISE | PROCESSING | PEOPLE | CREATIVE | EXPLORING | PRACTICAL |
|--|---------------|----------------------|------------------------|--------------------|------------------|--------------|
| OFFICE ORGANISATION | Self Managing | Office Skills | Managing | Creating | Solving problems | Operating |
| MARKETING RESEARCH AND ANALYSIS | Selling | Computing | Communicating | Media | Exploring | |
| DEALING WITH CLIENT CALLS AND ENQUIRIES | Enterprising | | Helping/ Understanding | Thinking Laterally | Interviewing | Using Senses |
| DATABASE DEVELOPMENT | | Reviewing/ Computing | | Creating | Exploring | |
| LIAISON WITH SALES TEAM | Networking | | Teamworking | | Exploring | |
| COMPETITION AND PRICING SURVEY | | Reviewing | | Designing | Solving problems | |

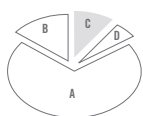


B. VOLUNTARY WORK – LEADER, SOCIAL CLUB FOR ADULTS WITH LEARNING DIFFICULTIES

SKILLS GAINED

| TASKS | ENTERPRISE | PROCESSING | PEOPLE | CREATIVE | EXPLORING | PRACTICAL |
|---|---------------|------------------|---------------|--------------------|--------------------|-----------|
| ORGANISING FUND RAISING EVENTS | Enterprising | Finance | Managing | Thinking Laterally | | |
| LEADING A TEAM OF VOLUNTEERS | Leading | | Communicating | Visioning | | |
| RUNNING A VARIETY OF ACTIVITIES | Self Managing | Words & Pictures | Teamworking | Designing | Exploring | Producing |
| SUPPORTING CLUB MEMBERS & THEIR FAMILIES | Networking | | Understanding | | Learning | Nurturing |
| ENCOURAGING NEW VOLUNTEERS | Selling | | Helping | Thinking Laterally | Spotting Potential | |

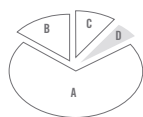
JOBSHOPPING



C. PART-TIME WORK – WAITRESS

SKILLS GAINED

| TASKS | ENTERPRISE | PROCESSING | PEOPLE | CREATIVE | EXPLORING | PRACTICAL |
|--|--------------------|------------|-----------------------|--------------------|------------------|-----------|
| TAKING ORDERS & SERVING FOOD | Selling/Enterprise | Computing | Communicating/Helping | Thinking Laterally | Interviewing | Operating |
| DEALING WITH CUSTOMERS | Networking | Reviewing | Understanding | Creating | Solving Problems | Nurturing |
| DEALING WITH PAYMENT FOR THE MEAL | | Finance | Communicating | | Exploring | Operating |
| SETTING TABLES | | | | | | Producing |
| TRAINING STAFF | Networking | Reviewing | Helping | Creating | Interviewing | |



D. COMMUNITY WORK – RUNNING LOCAL YOUTH HOCKEY TEAM

SKILLS GAINED

| TASKS | ENTERPRISE | PROCESSING | PEOPLE | CREATIVE | EXPLORING | PRACTICAL |
|---|--------------|------------------|---------------|--------------------|--------------------|------------|
| TRAINING HOCKEY SKILLS | | Reviewing | Helping | Creating | Learning | Well-Being |
| ORGANISING MATCHES AND TRANSPORT | | Office Skills | Communicating | | Solving Problems | |
| MOTIVATING THE TEAM | Leading | | Understanding | Visioning | Spotting Potential | Nurturing |
| RECRUITING NEW MEMBERS TO THE TEAM | Enterprising | | Teamworking | Media | Interviewing | |
| KEEPING THE TEAM RUNNING | Networking | Finance | Managing | Thinking Laterally | Exploring | |
| PROMOTING THE TEAM | Enterprising | Words & Pictures | Communicating | Designing | Solving Problems | Producing |