

Identifying Skills & Articulating them in Networking Intros

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I respectfully acknowledge that we live and work on the traditional territory of the Neutral, Anishnaabeg, and Haudenosaunee peoples. The University of Waterloo is situated on the Haldimand Tract, land promised to Six Nations, which includes six miles on each side of the Grand River.

- Support O:se Kenhionhata:tie Landback camp: https://www.landbackcamp.com/get_involved
- Learn more about the land on which you live and work on: <https://native-land.ca/> or <https://www.whose.land/en/>



THIS
workshop **IS A**
SAFE
SPACE

<http://swarthmorephoenix.com/2016/09/08/safe-spaces-unsafe-for-ideas/>

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- 1) Choice
- 2) Respect
- 3) Care



- ❖ What are **skills**?
- ❖ Why is it important for graduate students to identify their skills?

From Activities to Skills

- **What do you do when you're a teaching assistant?**
 - Attend class
 - Grade papers
 - Hold office hours
 - Give guest lectures
 - Monitor discussion boards
- **What skills do you need to carry out those activities successfully?**

Translation 101: Verbs

Academic Language	Industry Language
Look at/study/examine x	Evaluate/analyze x
Hold office hours	Communicate complex information to non-expert audiences
Run tutorials	Facilitate/lead group meetings
Run experiments	Design and manage laboratory experiments
Defend thesis	Lead discussion on research with experts in field
Give lecture	Present/coach/demonstrate/communicate
Give conference presentation	Present research findings to experts in field

Build Your Skills Inventory

Project/Position	What did you do?	What skills does this demonstrate?
???????????	<ul style="list-style-type: none">• Researched ideas• Pitched idea in writing• Presented to class	<ul style="list-style-type: none">• Research• Creativity• Communication/persuasion• Writing skills• ...
Instructor/Teaching Assistant	<ul style="list-style-type: none">• Redesigned both components of introductory course• Communicated complex technical information using clear language• ...	<ul style="list-style-type: none">• Project Management• Communication• ...

Pick one activity and analyze

- What skills have you developed?
- Use the Skills Matrix for help
- <https://bit.ly/3c28zVI>

ARTICULATING SKILLS



Job Posting Analysis Chart

Company Wants	
Overall Goal	
Experience	
Education	
Knowledge	
Transferable Skills	
Technical Skills	
Personal Attributes	

Writing Effective Bullet Points

- **Paint a picture with words** (help the employer envision you doing those jobs).
- **What—How—Why**

WHAT you did	HOW you did it	WHY it's important
<ul style="list-style-type: none">• Action or achievement verb (e.g., Analyzed, Developed, Optimized)	<ul style="list-style-type: none">• Tool (e.g., programming language)• Approach/methodology• Adverb (e.g., effectively, accurately)• Role (e.g., member, treasurer)	<ul style="list-style-type: none">• Result or accomplishment• Outcome• Impact• Quantify where possible

- Accomplishments > duties (E.g., “Received best customer service award” vs. “waited on tables”)
- Use similar industry terms (you can often find these in the job posting).

Research-Related Statements

- I defended my thesis

VS.

- I presented research results and justified my methodological approaches through engaging in a discussion with experts in the field

Service-related Statements

- I participated in organizing a conference

vs.

- As part of a team of 4, I organized a graduate student conference, including evaluating contributions, designing marketing materials, and managing volunteers

CONNECT WITH SOMEONE YOU DO NOT KNOW

- 1) **How you know them:** did they take a class with you, co-worker, in same group, attend a talk/info session, referred to you, someone you admire?
- 2) **Why you want to connect:** building your network, following for inspiration, link to someone else
- 3) **Call to action:** do you just want to connect, do you want to meet them, do you want them to share advice with you

- Keri Twigg, "How to write to people you don't know (but want to) on LinkedIn"

Preparing Your Elevator Pitch

- ✓ Your name
- ✓ Research institution/university
- ✓ Brief summary of your research
- ✓ Values/Motivations?
- ✓ Adapt to audience
- ✓ What else could you include?
- ✓ A question, a request...



Brainstorm Time



- What new connections do you hope to make soon?
- How will you reach out? Email? Phone? Conference?
- Write a few ideas for your introduction

QUESTIONS? DISCUSSION, ETC.



Need Assistance?

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