

# Skills to build your career on

2/2/2024

Jayne Hayden, Career Advisor  
Centre for Career Development



UNIVERSITY OF  
**WATERLOO**

Centre for Career  
Development



Photo credit: @bruce.digital



Jayne Hayden (she/her)  
Career Advisor  
Centre for Career  
Development



UNIVERSITY OF  
**WATERLOO**

Centre for Career  
Development

# Learning outcomes

- Recognize the importance of skills in your CDM and job search
- Gain a broader vocabulary of skills
- Identify your skills: SkillScan card sort
- Identify skills to be developed

# Importance of skills

- Core work activities/ functions enjoy performing
- ‘Right’ skills for entry into and advancement in a career area
- Job market currency
  - Résumé/CV
  - Job interview



# Skill activity

- Introduce yourself to the person next to you and tell them one accomplishment you feel proud of
- What skills does this example reveal about you?

# Types of skills

- Transferable (“Soft”)
- Technical skills (“Hard”)
- [Personal traits]

# Identifying skills: SkillScan

- Work quickly – trust your first reaction
- Focus on just the skill itself, not the context in which you might use the skill
- If you get stuck about a particular skill card, put it at the bottom of the deck and continue sorting the cards until you come back to it
- Let go of achieving any particular results



# Identifying skills

- Step 1:
  - Select and arrange the High Proficiency, Moderate Proficiency, and No/Low Proficiency cards in front of you
  - Read through each card and determine your level of proficiency with that skill
  - Place each card under one of the three categories
  - Sub-sort the cards according to colour



# Identifying skills

## STEP 1: Sort into 3 stacks by Proficiency

The diagram illustrates the sorting process for three skills: 'Build a Team', 'Budget', and 'Install'. Each skill is represented by a stack of cards. The top card of each stack is a teal box with a white oval containing the proficiency level. Below the proficiency level is the skill name and a brief description. The cards are color-coded by proficiency level: High (teal), Moderate (yellow), and No/Low (purple). The cards are stacked in a way that shows the proficiency levels for each skill. For 'Build a Team', the stack consists of one High Proficiency card, one Moderate Proficiency card, and one No/Low Proficiency card. For 'Budget', the stack consists of one Moderate Proficiency card, one High Proficiency card, and one No/Low Proficiency card. For 'Install', the stack consists of one No/Low Proficiency card, one Moderate Proficiency card, and one High Proficiency card.

Skill	High Proficiency	Moderate Proficiency	No/Low Proficiency
Build a Team	1	1	1
Budget	1	1	1
Install	1	1	1

**High Proficiency:**  
substantial experience using the skill

**Moderate Proficiency:**  
some experience in using the skill (work, hobbies, etc)

**No/Low Proficiency:**  
little or no experience using this skill



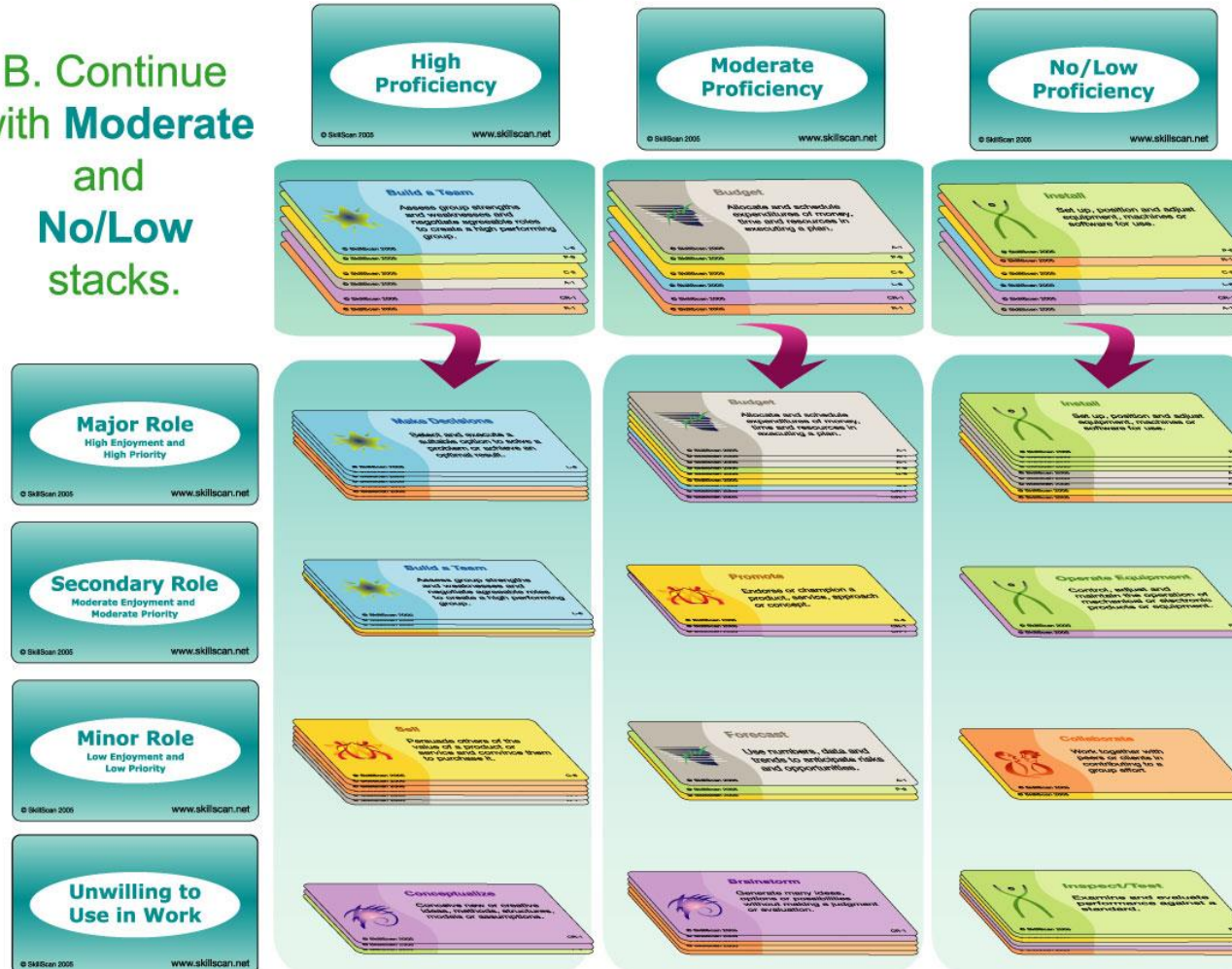
# Identifying skills

- Step 2:
  - Place the Preference Category Cards – Major Role, Secondary Role, Minor Role, and Unwilling to Use to create a matrix
  - Starting with the High Proficiency stack, determine the “ideal” role that you want the skill to play in your career
  - Place the card in the space in the matrix that corresponds to your preference

# STEP 2: Sort cards by Preferred Role

A. Start with the **High Proficiency stack** - sort cards into the ideal role for use in work (Major, Secondary, Minor ...)

B. Continue with **Moderate and No/Low stacks**.



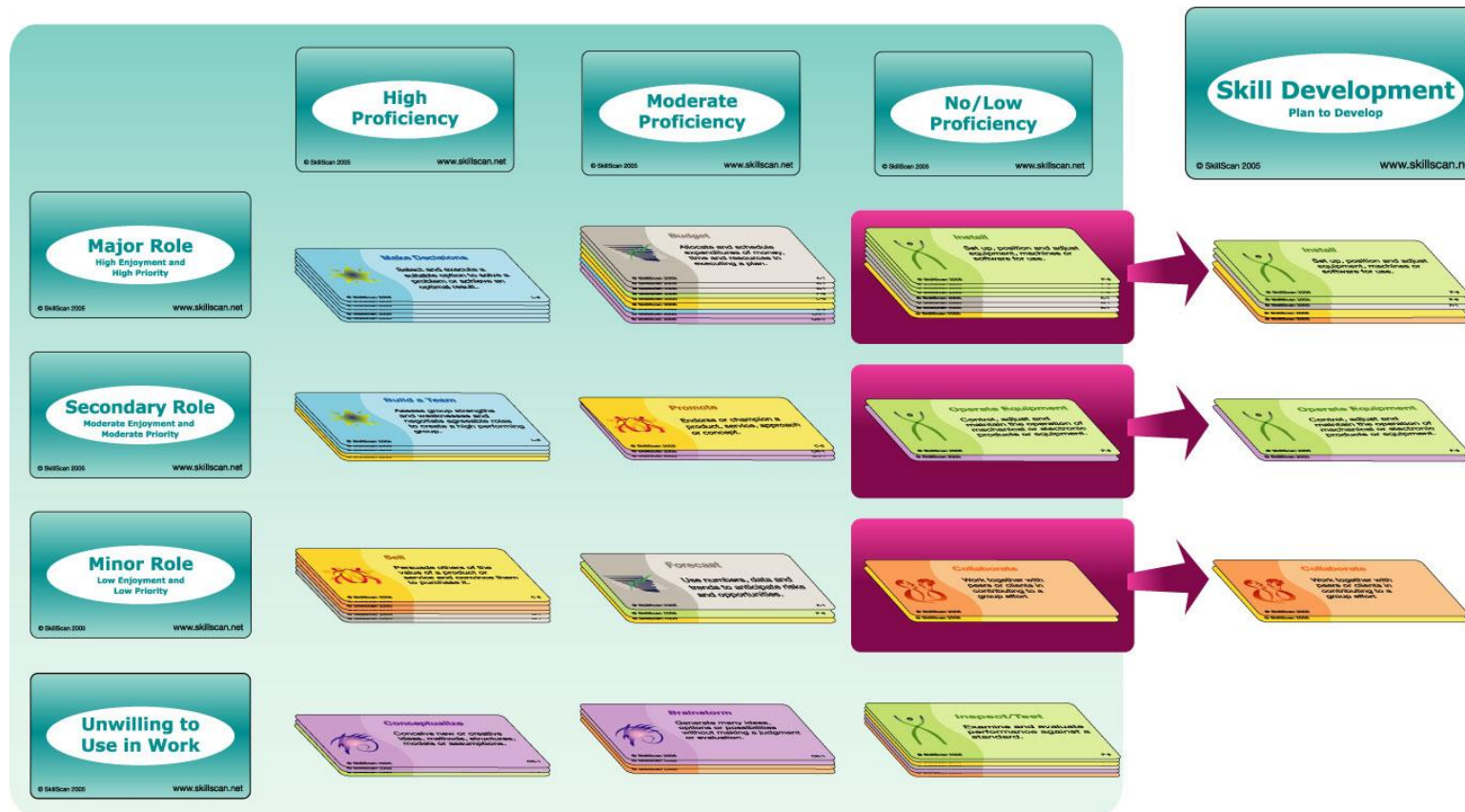
# Future skill development

- Step 3:
  - Place the Skill Development card to the right of the No/Low Proficiency category card
  - Beginning with the first card in the No/Low Proficiency stack under Major Role, determine if you would like to develop this skill to enhance your marketability. If so, place the card under the Skill Development category card. Continue with the Secondary and Minor role cards
  - If you do not want to develop a skill, flip the card over and set it aside



# STEP 3: Identify future Skill Development

(from “No/Low Proficiency” cards)



# Report instructions: Section 1

- Record each of your cards in the appropriate box in Section 1. You may have to sort the cards by colour if this hasn't been done

# Personal Skill Profile discussion

- Surprises from my Personal Skill Profile?
  
- Observations/reflections on themes generated

# Report instructions: Section 2

- Select your favourite from the six skill categories (based on how much you like to use the skills in that category, not by the number of skills you wrote in that category). Record this in Box 1 of Section 2 on the report
- Select your second, third, and fourth favourite categories and record these in Section 2
- In the spaces under each skill category, record your favourite four to six skills from that category





# Skill Summary discussion

- Select one of your preferred skills from your Skills Summary
- Brainstorm ways you have used this skill in an enjoyable way

# Report instructions: Section 3

- Place a check mark beside any skill which you categorized under either ‘major’ or ‘secondary’ role
- Place a second check mark beside any skill that you recorded in Section 2
- Based on your results, record a percentage beside each skill set title that indicates what portion of each day you’d like to spend using that particular skill set

# Report patterns

- If you have many skills under ‘Major Role’ in 3 or 4 of the categories, this suggests a Generalist Pattern. You will probably want work that allows greater variety
- If you have fewer skills under ‘Major Role’ in 2 or 3 categories, this suggests a Specialist Pattern. You probably want to focus on one or two areas in depth in your work

# Spotting key Skill Set themes

- Your preferred Skill Set categories may be consistent with one another (example: Core Communication, Persuasion, Influence), indicating a Complementary Theme
- Or, your preferred skill set categories may be quite different from one another (example: Inventive and Visual/Motor), indicating a Divergent Theme
- Think about how your various skill sets can work together to provide a unique profile of yourself

# Report instructions: Section 4

- Record the skills you plan to develop, by category/colour, in Section 3, Skill Development

# Report instructions: Section 5

- Record the skills that you are unwilling to use in Section 4 of the report.
  - these will serve as a good future reminder of activities that can cause burn-out or lead to job dissatisfaction

# Skill development

- Select one of the skills identified to be developed
- In pairs, generate ideas for developing this skill
- Record this information on the Individual Development Plan

# Answering Behaviour Based Questions

- Situation-Task-Action-Result (STAR)
- Situation - what, when, who, why, where (W5)
- Task
- \*Action\*
- Result



# Career connection

- <http://www.skillscan.com/sites/default/files/chart-of-skill-sets.pdf>

# Questions?



Tatham Centre (TC) 1214  
[uwaterloo.ca/career-action](https://uwaterloo.ca/career-action)  
Email: [careers@uwaterloo.ca](mailto:careers@uwaterloo.ca)  
519-888-4047 or x 84047

# Skill extraction

- Refer back to the accomplishment you discussed with your neighbour
- Can you think of any other skills that emerge from this accomplishment?



# Discovering Your Skills

[uwaterloo.ca/career-development](http://uwaterloo.ca/career-development)



UNIVERSITY OF  
**WATERLOO**

Centre for Career  
Development