

PERSONAL AND PROFESSIONAL DEVELOPMENT

Lecturer: Donna O'Connor

**Lesson 6: Career Planning and
Transferrable Skills**

LO4: Be able to demonstrate acquired
interpersonal and transferable skills

PERSONAL AND PROFESSIONAL DEVELOPMENT

- LO4: Be able to demonstrate acquired interpersonal and transferable skills
 - 4.1 select solutions to work-based problems
 - 4.2 communicate in a variety of styles and appropriate manner at various levels
 - 4.3 evaluate and use effective time management strategies.

Career Planning

- **What does “career” mean to you?**
- **Think about people you know or have read about, or about your own career dreams. What words come to mind when you think about the word “career”?**
- **A career is “a general course of action or progress through life. It is the sum of your life experiences; a way of living; occupation; profession.” – *Oxford Dictionary***

Career Planning

- **What does “career” mean to you?**
- **Think about people you know or have read about, or about your own career dreams. What words come to mind when you think about the word “career”?**
- **A career is “a general course of action or progress through life. It is the sum of your life experiences; a way of living; occupation; profession.” – *Oxford Dictionary***

Career Planning: Who Am I?



Career Planning: Who Am I?

- **The first step to career planning is knowing yourself.**
 - Take the time to assess who you are.
 - The better you know yourself, the better you will choose a career that gives you the best person-job fit.
 - Self-reflection and knowing your strengths makes your career journey easier and more rewarding.

Career Planning: What's In My Future?

- **Career decision making is integrating the information from your personal profile and exploring opportunities.**
- **Career development is not a one-time decision.**
 - **Make the best decision for “where you are” at that point in your life.**
- **Look for the best fit for who you are NOW.**



Career Planning: What Do Employers Want?

What do employers want?

Employment skills are “skills that are essential and transferable to a variety of situations and are necessary for an individual to function in the 21st century workplace.”

Transferrable Skills



Transferrable Skills

- Transferable skills:
 - Are general skills you can use in many jobs.
 - Are gained from previous jobs, projects, voluntary work, sport, your home life, hobbies, and interests.
 - Enable you to be adaptable and flexible in case you need to change your job.

Transferrable Skills

Transferable Skills Framework

Interpersonal Skills

Communication

Teamwork

Leadership & Supervising

Exploration and implementation Skills

Researching and analysing

Problem Solving and Decision Making

Planning and Organising

Self-management Skills

Learning, improving and achieving.

Resilience, adaptability and drive

Digital Skills

Transferrable Skills – Interpersonal Skills

- **Communication**
 - Speaking clearly and confidently
 - Communicating with sensitivity
 - Resolving differences of opinion
 - Appreciating people with different languages and cultures
 - Expressing things clearly in writing
 - Asking questions
 - Presenting ideas or proposals to technical and non-technical audiences
 - Asking questions and making suggestions
 - Influencing and convincing others
 - Negotiating, reaching acceptable agreement
 - Marketing and selling an idea, service or product

Transferrable Skills – Interpersonal Skills

- **Teamwork**
 - Performing agreed tasks and contributing to team results
 - Confidence to share information or make suggestions
 - Balancing working in more than one team simultaneously
 - Openness to the ideas of colleagues
 - Identifying the strengths and weaknesses of colleagues
 - Understanding and working effectively within the dynamics of a group
 - Working with individuals of different backgrounds/views (personalities, ages, genders, races, religions, educational backgrounds and political persuasions)
 - Building trusting relationships between colleagues
 - Applying theoretical understanding of teams to a range of situations
 - Inspiring other colleagues to participate; supports individuals to fulfil their roles
 - Working with people of different ages, genders, races, religions, educational backgrounds and political persuasions
 - Coaching, mentoring and giving constructive feedback to colleagues
 - Managing disagreements or conflicts
 - Working in a 'virtual team', with colleagues in remote locations
 - Establishing and using networks

Transferrable Skills – Interpersonal Skills

- **Leadership and Supervising**
 - Taking responsibility
 - Defining the purpose and objectives of a work group
 - Building confidence and buy-in from others
 - Directing, delegating and coordinating the activities of others
 - Resolving others' concerns in relation to a plan
 - Recognising the efforts of others
 - Creating a shared vision
 - Applying situational leadership – understanding leadership styles
 - Leading change
 - Motivating others to achieve high performance

Transferrable Skills – Exploration & Implementation Skills

- **Researching and analysing**
 - Values and invests time in carrying out robust research and analysis
 - Open to new ideas and perspectives
 - Collects data systematically from a range of sources and perspectives
 - Logically summarises information or data, identifying the most relevant information/key issues
 - Defines a problem and the contributing factors
 - Decides what needs to be measured or calculated
 - Applies appropriate research methods
 - Conducts ethical research
 - Insight into workplace research applications
 - Carries out analysis with limited time and information available
 - Applies business analytical models
 - Looks to publish research/contribute to progression in field
 - Applies sophisticated research methodologies
 - Statistical understanding/use of statistical software

Transferrable Skills – Exploration & Implementation Skills

- **Problem Solving and Decision Making**
 - Identifying need or opportunity e.g. customer, client requirement, research need
 - Gathering intelligence
 - Clarifying root cause of a problem/defining opportunity
 - Generating solutions
 - Proposing imaginative/creative solutions to new problems
 - Evaluating a range of solution/options
 - Translating ideas into practical actions
 - Making decisions without the need to refer to others
 - Looking to make processes more efficient and effective
 - Demonstrating cultural, political, commercial and environmental sensitivity in solution creation
 - Making decisions where there is no perfect option
 - Taking controlled risks
 - Accountability

Transferrable Skills – Exploration & Implementation Skills

- **Planning and Organising**
 - Defining work objectives, outcomes and performance standards
 - Proposing alternative routes for achieving an objective
 - Structuring and managing time and priorities – short, medium and long-term
 - Developing a realistic action plan
 - Planning or coordinating with a range of stakeholders/colleagues
 - Carrying projects through to successful completion
 - Understanding personal planning style
 - Adjusting plans
 - Identifying, assessing and weighing risks
 - Developing a contingency plan
 - Implementing a contingency plan
 - Evaluating project processes and outcomes
 - Working globally, managing tasks across time zones
 - Developing project planning methodology skills / event management skills
 - Working to a budget and allocating resources to tasks
 - Adapting planning and organising style when under sustained pressure

Transferrable Skills – Self-Management Skills

- **Learning, Improving and Achieving**
 - Setting personal goals and objectives, balancing work and personal life
 - Evaluating and monitoring own performance
 - Meeting deadlines
 - Working to high personal standards
 - Working honestly, with integrity, ethically, in a fair and balanced way and maintaining confidentiality
 - Adhering to formal standards and procedures
 - Demonstrating dependability and reliability
 - Demonstrating a high level of dedication, a strong work ethic
 - Working with little or no supervision, self- motivation
 - Knowing own strengths, limitations and values
 - Investing time and effort in acquiring new skills
 - Understanding preferred learning style
 - Using peers to develop

Transferrable Skills – Self-Management Skills

- **Resilience, Adaptability and Drive**
 - Maintaining performance under pressure
 - Demonstrating flexibility and adaptability in response to changing situations
 - Managing multiple concurrent tasks or projects
 - Making things happen/taking action, demonstrating determination
 - Handling conflict effectively
 - Coping with uncertainty or ambiguity
 - Displaying a desire to meet new challenges
 - Demonstrating energy, drive, enthusiasm, passion
 - Making things happen, demonstrating determination
 - Acting on own initiative
 - Dealing positively and pro-actively with set-backs and criticism, psychological resilience – 'bouncing back'

Transferrable Skills – Self-Management Skills

- **Digital Skills**

- Uses email appropriately and effectively
- Develops a range of online information acquisition strategies
- Uses word processing packages to produce, format and present written work professionally
- Optimises use of presentation packages to support the development and delivery of presentations
- Manages personal online identity
- Uses a range of telecommunication technologies
- Uses technology to support collaborative working
- Utilises online bookmarking tools to improve online productivity
- Manipulates images
- Uses statistical software
- Uses or creates video

References

- Skills.cam.ac.uk,. 'Why Transferable Skills?: : Cambridge University Skills Portal'. N.p., 2015. Web. 2 Mar. 2015.
- Www2.le.ac.uk,. 'Transferable Skills — University Of Leicester'. N.p., 2015. Web. 2 Mar. 2015.