Enhancing Your Skills: Prepping for Success

BALANCING WORK&CANCER WEBINARS

Foundational Skills Are Transferable Skills

Basic Skills:

Reading
- Identify relevant details, facts and specification in what is being read.
- Locate information in books and manuals, from graphs and schedules.
- Find meaning of unknown or technical words or phrases.
- Judge accuracy of reports.
- Use computers to find information.

Writing
- Communicate thoughts, ideas, information and messages in writing.
- Record information completely and accurately.
- Create documents, including letters, manuals, reports and graphs.
- Check, edit, and revise documents for correct information, appropriate emphasis, grammar, spelling and punctuation.
- Use email to communicate information.

Mathematics
- Use numbers, fractions and percentages to solve practical problems.
- Make reasonable estimates of arithmetic results without calculator.

- Use tables, graphs, diagrams and charts to obtain numerical information.
- Use computers to enter, retrieve, change and communicate numerical information.
- Use computers to communicate data, choosing the best form to present data (e.g., line or bar graphs, pie charts).

Visualization
- Imagine how a system works, by looking at a schematic drawing.

Listening
- Listen carefully to what a person says, noting tone of voice and other body language to understand content and feelings being expressed.
- Respond in a way that shows understanding of what is said.

Speaking
- Organize ideas and communicate oral messages appropriate to listener(s) and situation(s).
- Select appropriate language, tone or voice, gestures, and level of complexity appropriate to the audience and occasion.
- Speak clearly; ask questions when needed.

Thinking Skills:

Creative Thinking
- Use imagination freely, combining ideas or information in new ways.
- Make connections between ideas that seem unrelated.
- Watch to see how well solutions work and revise as needed.

Decision-Making Skills
- Identify the goal desired in making the decision.
- Generate alternatives for reaching the goal.
- Gather information about the alternatives (e.g., from experts or books).

- Weigh the pros and cons of each alternative (gains/losses, approval/disapproval to yourself and others).
- Make the best choice.
- Plan how to carry out your choice and what you will do if negative   consequences occur.
- Visualize a building or object from drawings, blueprints or sketches.

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People Skills:

Social

o Show understanding, friendliness and respect for the feelings of others.
o Assert oneself appropriately, stand up for oneself and one's ideas in a firm, positive way.
o Take an interest in what people say and why they think and act as they do.

Negotiation

o Identify common goals among different parties in conflict and the ways they depend on each other.
o Clearly present the facts and arguments of your own position.
o Listen to and understand the other party's position.
o Create and propose possible options for resolving the conflict, making reasonable compromises.

Leadership

o Communicate thoughts and feelings to justify a position.
o Encourage, persuade, or convince individuals or groups.
o Make positive use of rules or values of the organization.

o Exhibit ability to have others believe in and trust you due to your competence and honesty.

Teamwork

o Work cooperatively with others; contribute to the group with ideas and effort.
o Do one's own share of tasks necessary to complete project.
o Encourage team members by listening to them, providing support and offering tips for success.
o Resolve differences for the benefits of the team.
o Responsibly challenge existing procedures, policies or authorities.

Cultural Diversity

o Work well with people having different ethnic, social or educational backgrounds.
o Understand the concerns of members of other ethnic and gender groups.
o Base impressions on a person's behavior, not on stereotypes.
o Respect the rights of others while helping them make cultural adjustments where/when necessary.

Personal Qualities and Characteristics:

Self-Esteem

o Understand how beliefs affect how a person feels and acts.
o Listen to what you say, to identify any irrational beliefs you may have.
o Understand how to change any negative beliefs when they occur.

Self-Management

o Assess your own knowledge and skills accurately.
o Set well-defined and realistic personal goals.
o Monitor your progress toward other goals.

Responsibility

o Give a high level of effort toward reaching goals.
o Work hard to become excellent at all job tasks. Pay attention to details.
o Display high standards of attendance, honesty, energy and optimism.

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Your Professional Skills

What Specific Skills Do I Use in My Field or Profession?

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My Personal SWOT Analysis

My Motivated Skills	Work-Arounds I Need	Opportunities for Growth / Skill Gaps	Training to Bridge the Skill Gaps

My Action Plan to Prep for Success

Target Completion Date	Task

Online Skills Resources

www.careeronestop.org

> This site, managed by the Federal government, provides local and national career and skills information, self-assessment tools, position and training information, and job listings.

www.myskillsmyfuture.org

> This site, part of the online resource careeronestop.org, provides users with a way to match skills to positions. In addition, it offers a tool that will help you assess your own skills, then obtain recommended related positions that may use your skills.

www.onetonline.org

> O-Net Online is a Federal government site that can be used to gather detailed information on all professions tracked by the Bureau of Labor Statistics. This is an invaluable resource from which you can gather job descriptions for each role, outlook for jobs in a field, salary data across localities, training options, and position openings across the nation.

MOOCS to the Rescue

The following list includes 16 of the top platforms for Massive Open Online Courses that are available to anyone seeking to develop their skills. Some are offered by the world's top universities; some are offered by online firms such as Google and LinkedIn. All are open to you as you seek to bridge your skills gaps, either for free or at a reasonable cost.

1. Alison — www.alison.com
   Alison offers free online courses with certification and diploma options.
2. BBC Languages — www.bbc.co.uk/languages
   BBC Languages provides free online language learning via courses, audio, video and games. It includes alphabet, phrases, vocabulary, pronunciation, grammar, activities and tests. Free interactive tutorials are available in 40 languages.
3. Coursera — www.coursera.org
   Coursera is a platform through which anyone can take free online classes from 120-plus top universities — including Stanford, Yale and Princeton — and other educational organizations.
4. CreativeLive — www.creativelive.com
   This site offers free live online classes taught by inspiring instructors. Choose from video workshops in photography, video, design, business, audio, music, crafting and software training.
5. DataCamp — www.datacamp.com
   DataCamp is a way to learn skills in data science. It includes tutorials and coding challenges. Access to all courses is available for a monthly or annual fee.
6. edX — www.edx.org
   Edx, a collaborative project of Harvard University and MIT, provides free online courses and classes from the world's best universities and other institutions.

7. Future Learn — www.futurelearn.com
   This site has free courses in subjects such as law, psychology and teaching, offered in partnership with top universities and specialist organizations in the U.K. and around the world.
8. Google Digital Garage — https://learndigital.withgoogle.com/digitalgarage

This site, Google's entry into MOOCs, provides career and business courses designed to be personal and self-paced. Take one course or sign up for a series or a certificate program.

9. Inc.com — www.inc.com
   Inc.com is all about advice, news, tools and services to help small businesses grow. This is helpful for business leaders and entrepreneurs.

10. Lynda — www.lynda.com Lynda, sponsored by LinkedIn, is now LinkedIn Learning. It has thousands of video tutorials covering technical, creative and business skills, all taught by industry experts.

11. MITOpenCourseWare — http://ocw.mit.edu
    MITOpenCourseWare is a web-based publication — open and accessible — of virtually all MIT course content.

12. Project Gutenberg — www.gutenberg.org
    Project Gutenberg is a digital library of more than 50,000 free e-books to read online or download. Included are book listings, a search engine, a newsletter, articles and information on how users can help create more free e-books.

13. Skillshare — www.skillshare.com
    Skillshare is a learning community for creators. Anyone can take an online class, watch video lessons, create projects or teach a class.

14. Ted Talks — https://www.ted.com/talks
    Ted Talks is a video collection in the form of short, powerful speeches on every subject imaginable. Each "talk" is a maximum of 18 minutes in length.

15. Udemy — www.udemy.com
    Udemy is an online education marketplace with limitless variety; more than 30,000 courses developed by subject-matter experts. Courses are inexpensive with many starting at $11.99.

16. University of the People — www.uopeople.edu
    This is a nonprofit, tuition-free online university based in California and committed to educational access and inclusion.

17. University Webinars — www.universitywebinars.org
    On this site, top college faculty, staff and experts in their fields share knowledge from their courses and programs targeted for higher-education professionals.