

SKILLS & VALUES

Unit 1: Assessing Myself

COVER PAGE

- As we progress through this presentation you will be completing the various surveys/inventories in the package “*Skills & Values*”:
 - Essential Skills
 - Learning Skills
 - Skills on the Job
 - Work Values
 - Personal Mission Statement
- You will *summarize* each section onto the cover page

ESSENTIAL SKILLS

THE 9 ESSENTIAL SKILLS ARE USED IN NEARLY EVERY OCCUPATION AND THROUGHOUT DAILY LIFE.

1. Reading Text	5. Computer use
2. Numeracy: <ul style="list-style-type: none">· Money math· Scheduling/ budgeting/ accounting· Measurement & calculation· Data Analysis· Numerical estimation	6. Oral Communication
3. Working with others	7. Thinking Skills <ul style="list-style-type: none">· Job Task Planning· Decision Making· Problem-Solving· Finding Information
4. Continuous Learning	8. Document Use
	9. Writing

What essential skills do you have strengths in?

IDENTIFYING YOUR ESSENTIAL SKILLS:

- One of the first steps in researching occupations is to identify and list all of the skills you have to offer. These skills are linked to the **essential skills**.
- Each person has up to 700 different skills – skills that may not even be recognized.
- These skills make him/her unique.
- It is important to take time to identify all your skills accurately.
- Knowing your skills is essential for promoting yourself to prospective employers.
- Knowing your employment goals will help you decide which skills you want to highlight.
- Many of these skills are transferable from one job to another.

WHY ESSENTIAL SKILLS MATTER:

- They enhance your ability to deal with change
- They provide stepping stones for personal and professional growth
- More skills lead to greater choice and better employment opportunities
- High levels of essential skills translate into higher rates of employment
- They reduce the transition time between jobs.
- Having these skills also heightens self-esteem, because you know what you have to offer and can say with confidence what you are qualified to do

Discuss:

- Give an example of a job that focuses on a specific (or more than one) essential skill.



- *Activity Reflection: Why is the development/ improvement of essential skills critical to professional success?*

LEARNING SKILLS

- Take the *Learning Skills Assessment*, and reflect on your top two strengths and the two skills that you need to work to improve.



- *Activity Reflection: Why is it important for teachers to assess you on your learning skills?*

EXPLORING PERSONAL VALUES

- ⦿ *Have you ever been hiking in unfamiliar territory?*
- ⦿ *What would you need to get to where you want to go?*
 - ⦿ What three things would help you?
- ⦿ Having skills and experience, good preparation and planning, proper equipment, food and emergency gear would also help, but other items are essential to keep you going in the right direction. In the bush, you can't go in a straight line. You go up and down hills, over and around cliffs, through brush, across lakes, rivers and streams. Without a destination, a compass and a map, you would get lost very quickly.
- ⦿ Life too, requires preparation and planning, proper skills and tools. Because you are constantly being influenced by people and circumstances, you need to make good choices. You need to know where you want to go. To keep on track, you need to make good choices based on self-knowledge. You need to know where you want to go. To keep on track, you need a life compass and a life map.



PERSONAL VALUES...

● What are values?

- Decide how important each item on the list below is to you. Score each on using a scale of 1 (least important) to 5 (most important.)

Beauty	Independence	Recognition
Generosity	Spirituality	Family
Compassion	Helping others	Friends
Competence	Leadership	Helping the environment
Creativity	Knowledge	Honesty
Adventure	Exercise	Influence or power
Security	Achievements	Money
Leisure	Popularity	Health

1.	2.	3.
4.	5.	

REFLECTING ON PERSONAL VALUES

- ⦿ For each of the top five values you indicated, describe why that value is so important to you.
- ⦿ We don't always live our lives according to our values. Considering how you spend your time, treat others, and treat yourself, evaluate how closely you live your life with respect to your top 5 values. Provide examples to explain your answer.
- ⦿ Are values permanent components of who we are or can they change over time? Predict what you think your top five values will be at age 40.

WORK VALUES:

- Complete the Work Values Inventory List
- Record your top three work values on the sheet



WORK VALUES REFLECTION

- ① For each of the top three work values you indicated, describe why each value is so important to you as a current or future worker.
- ① Consider the career field you hope to be enjoying at age 30. Do you feel this job will fit in with your top three work values? Explain why or why not.
- ① Consider your life now as a high school student. Do your three work values play a part now in your success as a student? Explain.
- ① How might you handle a situation at work where your boss was making it very difficult for you to realize your top three work values? Explain your approach.

PERSONAL MISSION STATEMENT

- What is a mission statement?
- Where do you often see mission statements?

YOUR PERSONAL MISSION STATEMENT:

- Reflecting on everything you now know about your skills, interests, learning styles, etc., write a five sentence mission statement about yourself.

