

Career Development Guide



lynda.com

a course companion for
Managing Your Career
with Valerie Sutton



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COMMON TRANSFERABLE SKILLS

Place a check mark next to the skills you have and want to use on a regular basis. Next, write specific examples of where you've used those skills. Finally, prioritize the skills that you consider personal strengths and would like to spend most of your workday using.

	Skills	Example	Priority
Communication	<input type="checkbox"/> Creating presentations		
	<input type="checkbox"/> Editing and revising		
	<input type="checkbox"/> Foreign language skills		
	<input type="checkbox"/> Leading meetings		
	<input type="checkbox"/> Persuading		
	<input type="checkbox"/> Public speaking		
	<input type="checkbox"/> Reading comprehension		
	<input type="checkbox"/> Writing		
Interpersonal	<input type="checkbox"/> Advocating/representing others		
	<input type="checkbox"/> Cross-cultural skills		
	<input type="checkbox"/> Delegating		
	<input type="checkbox"/> Empathy		
	<input type="checkbox"/> Establishing relationships		
	<input type="checkbox"/> Leading		
	<input type="checkbox"/> Listening		
	<input type="checkbox"/> Mentoring/coaching		

	Skills	Example	Priority
Interpersonal	<input type="checkbox"/> Motivating		
	<input type="checkbox"/> Negotiating		
	<input type="checkbox"/> Selling/promoting		
	<input type="checkbox"/> Team building		
	<input type="checkbox"/> Training/teaching		
Organizing	<input type="checkbox"/> Budgeting		
	<input type="checkbox"/> Coordinating work		
	<input type="checkbox"/> Handling details		
	<input type="checkbox"/> Making and implementing decisions		
	<input type="checkbox"/> Managing resources		
	<input type="checkbox"/> Mediating		
	<input type="checkbox"/> Organizing		
	<input type="checkbox"/> Prioritizing		
	<input type="checkbox"/> Resource management		
	<input type="checkbox"/> Running meetings		
	<input type="checkbox"/> Supervising		
	<input type="checkbox"/> Time management		

	Skills	Example	Priority
Physical	<input type="checkbox"/> Agility		
	<input type="checkbox"/> Building or repairing		
	<input type="checkbox"/> Hand-eye coordination		
	<input type="checkbox"/> Handling with precision/speed		
	<input type="checkbox"/> Inspecting or examining		
	<input type="checkbox"/> Muscle coordination		
	<input type="checkbox"/> Stamina		
	<input type="checkbox"/> Strength		
	<input type="checkbox"/> Artistic abilities		
Creative	<input type="checkbox"/> Conveying abstract concepts		
	<input type="checkbox"/> Designing		
	<input type="checkbox"/> Generating new ideas		
	<input type="checkbox"/> Improving products or processes		
	<input type="checkbox"/> Innovating		
	<input type="checkbox"/> Problem solving		

	Skills	Example	Priority
Data	<input type="checkbox"/> Analyzing data		
	<input type="checkbox"/> Calculating/manipulating numbers		
	<input type="checkbox"/> Checking for accuracy		
	<input type="checkbox"/> Determining priorities		
	<input type="checkbox"/> Evaluating		
	<input type="checkbox"/> Forecasting/predicting		
	<input type="checkbox"/> Gathering data		
	<input type="checkbox"/> Identifying patterns		
	<input type="checkbox"/> Measuring progress/success		
	<input type="checkbox"/> Processing data		
	<input type="checkbox"/> Taking inventory		
Other	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		

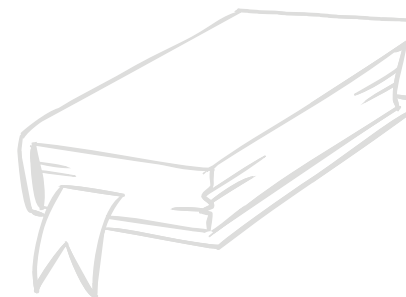
KNOWLEDGE

List the knowledge that you've gained from your experience or studies. Use the questions to help you get started.

List:

Questions:

- What technologies have you used?
- What have you studied?
- What cultures have you worked in?
- Where have you worked?
- What was your specialty?
- What do you do for fun?
- What are your hobbies?



QUALIFICATIONS

List your qualifications. Use the questions to help you get started.

List:

Questions:

- Do you have any degrees?
- If you attended college, what was your major and/or minor?
- Have you had any special on-the-job training?
- Do you have any certifications?



LIFESTYLE CONSIDERATIONS

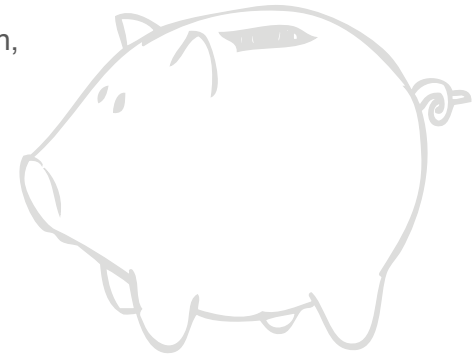
Answer the questions to help you determine your personal lifestyle needs.

Financial goals

What is the minimum salary you need to make today? (Consider rent, food, utilities, transportation, and entertainment.)

What is your ideal salary?

What are your long-term financial goals?



Geography

Are you willing to move for your career or are you limited to a region?



What specific geographic region(s) are you willing to consider?

What are the main industries in these regions?

How transferable are your skills?

Career progression

Do you prefer job stability (consistency) or frequent job changes (job hopping)?

Are you dedicated to one industry?

What are some other industries you may be interested in?

Are you willing to further your education to progress in your field? If so, how much time and money are you willing to invest?



Work-life balance

What are your ideal working hours?

Is travel an option? If so, how much?

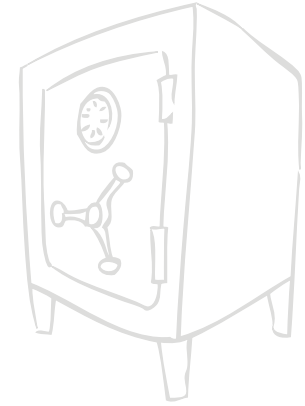
Do you need to take a partner or family into consideration? If so, how does that affect your life-work balance priorities?



Economic security

How important is economic security to you at this point in your life?

What are your economic priorities or obligations?



WORK CULTURE

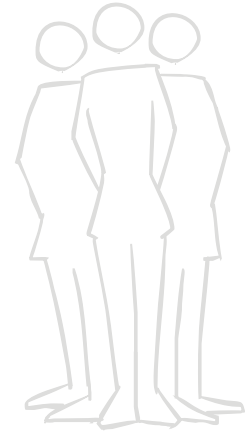
Answer the questions to help you determine your ideal work culture.

People

Describe your ideal coworker(s). (For example, competitive, collaborative, supportive, etc.)

Describe your ideal customer.

How involved do you want coworkers to be in your social life outside of work?

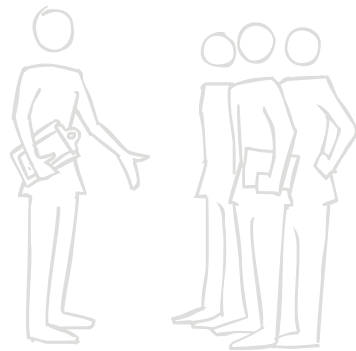


Control

How challenging do you want your work to be?

How much independence do you want over your own work?

How involved do you want a supervisor to be?

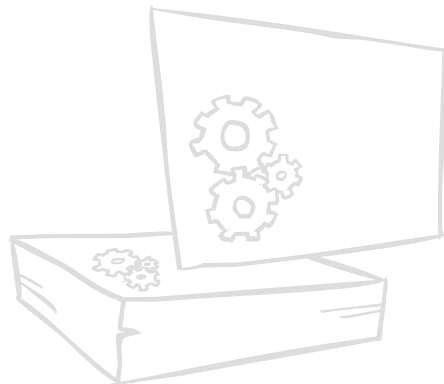
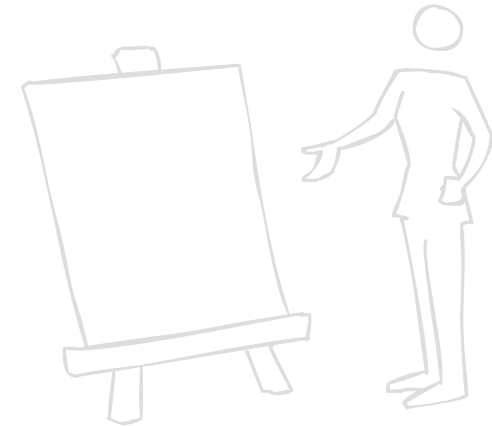


Mission

Do you need to believe in the product or service your company is providing?

Which values, if any, must you share with an organization?

Which values, if any, would turn you away from an organization?



Identity

What is the ideal prestige of an organization you would like to work for?

What influence would you like to have in the organization?

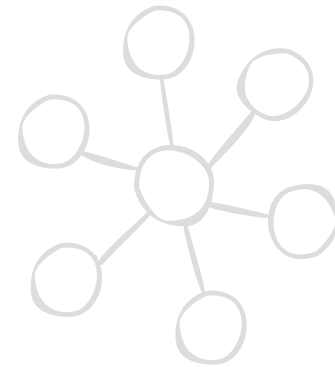
How would you like an organization to recognize your accomplishments?

Structure

Describe your ideal organization. (For example, well established, entrepreneurial, small, large, etc.)

Do you want an organization with a clear career track or would you prefer the freedom to develop your own career path?

How important is having (or being) a mentor to you?



CAREER PROFILE

List your top skills, knowledge, qualifications, lifestyle considerations, and work culture priorities. Use your answers to write your career story.

Skills, knowledge, and qualifications

Lifestyle considerations

Work culture choices

My career story

CAREER OPTIONS

Write down the roles and industries that interest you. Research and record the estimated salary ranges and compare them with your minimum and ideal salaries.

Role:	
Industries:	Salary:

Role:	
Industries:	Salary:

Role:	
Industries:	Salary:

Role:	
Industries:	Salary:

GAP ANALYSIS

Using a job description for your desired role, list out the skills, knowledge, and qualifications required for the position in the Employer Need column. Next, indicate how closely your profile matches these requirements by writing "strong," "need," or "opportunity" in the I have column. Next, write specific examples for your matches. Fourth, write out action steps you need to take to further develop any gaps. Finally, indicate what resources will assist you in completing these action steps.

Role:

[illegible]