



Enhancing Client Confidence

Blending Reflection Questions and Dialogue with SkillScan Assessments to Reinforce Strengths and Motivation

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Agenda

- **Drive Skills Assessment**
- **Career Assessment Framework**
- **Coaching Context & Considerations**
- **Three Mini Case Studies**
- **Skill Themes for Exploration & Marketing**
- **Tips: Personal Skill Chart**
- **What's coming!**

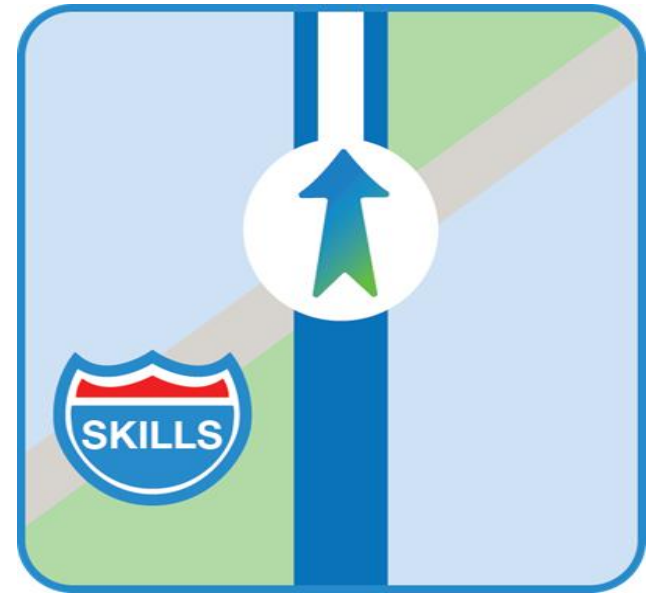


The Drive Assessment

A comprehensive online transferable skills assessment

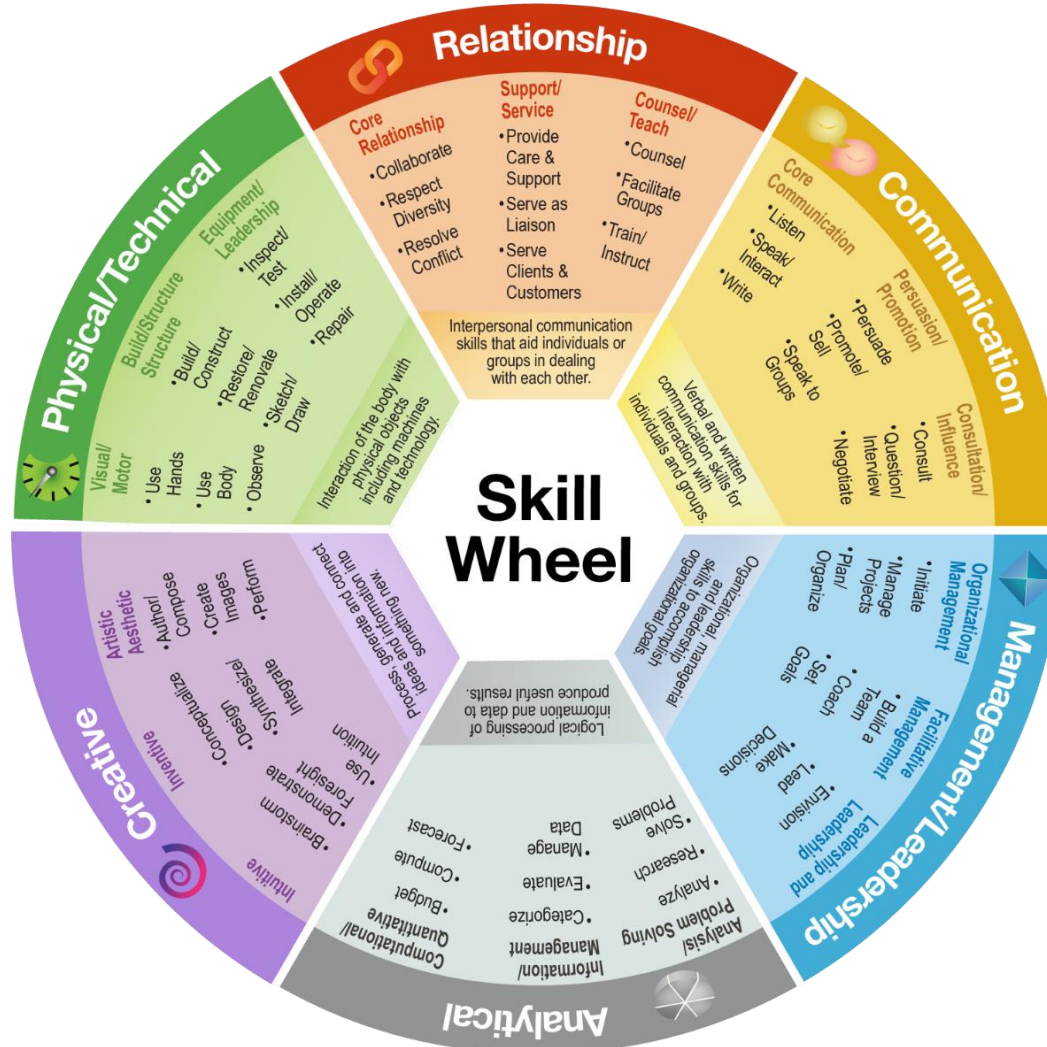
Designed to provide enhanced personal clarity & confidence:

- Insight into skills the client enjoys using and are motivated to develop
- A language to communicate strengths
- Bridge for transferring skills to job and career options
- Career options that align with client skill sets – facilitate explorations
- Suggested development activities
- Platform of strengths for self-marketing, resumes, and interviews
- Suggested careers

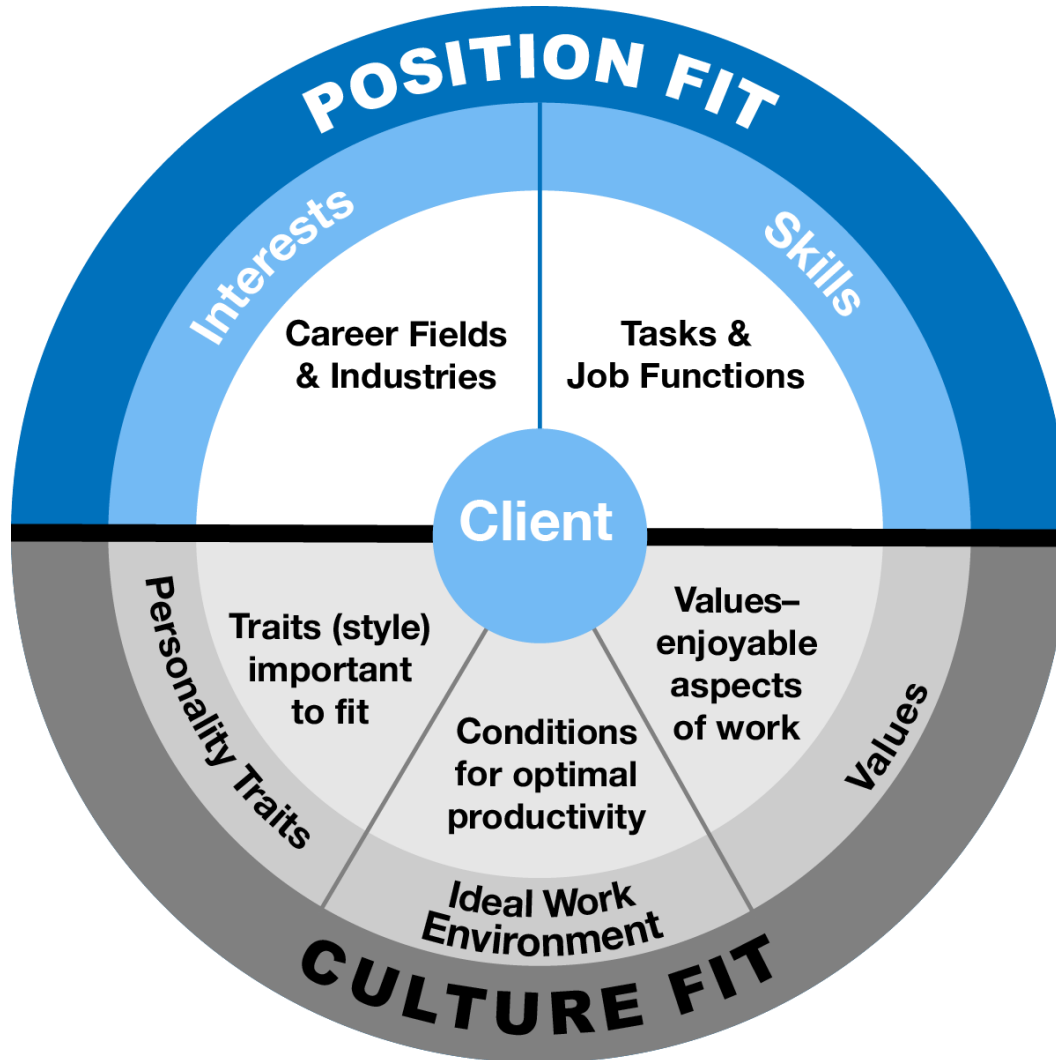


Drive Categories, Skill Sets and Skills

The Skill Wheel provides a comprehensive picture of how the 54 skills make up the whole.



Career Assessment Framework



Coaching Context and Considerations

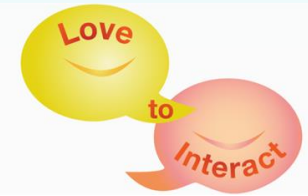
Client Context

- Time, money and motivation to commit to the process
- Age/stage/experience level of client; launcher, early career, mid-late transitioner
- Circumstances of the change; by choice or not
- Mental wellness: burned-out, ADHD, other issues
- Mindsets & perceived obstacles

Considerations

- # of sessions involved; 2 to 6
- **Minimal work experience** and limited time - encourage pre-work and work in between sessions to acquire information
- **Extensive work experience** and greater time investment – provide opportunity for deep review of their experience
- Clarify the desired outcome and set expectations

Elicit Skills and Strengths Using Positive Experiences



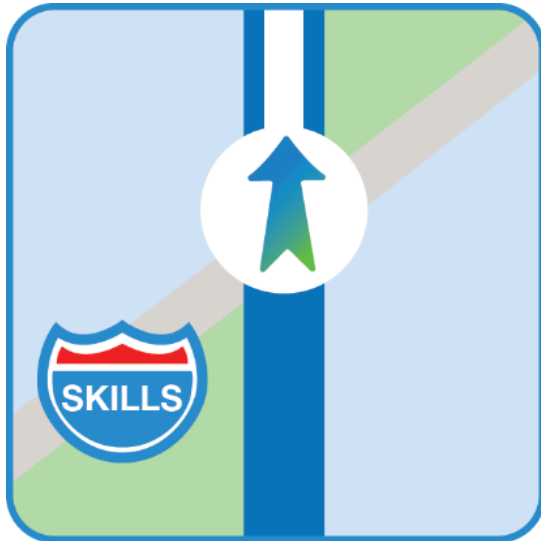
SkillScan provides a framework to help clients view their greatest strengths. It serves as a conversational tool to engage clients during the report review, enhance meaning of their skills, and apply them to career goals.

Strengths-based Process: Dig into the Details

- As you review their report ask your client to share experience(s) of when and how they used their high scoring skills. This validates their strengths through concrete examples.
- Suggest they select positive experiences such as accomplishments, rewarding experiences, etc., that will reveal preferred skills.
- Alternative: Elicit details about a positive experiences including the circumstance, the actions taken (skills used) and impact they achieved. Refer to your client's Personal Skill Chart to reinforce the specific skills used. *Are they high scores of 12 or 9?*

Connect the dots: Linking preferred skills with positive experiences/examples reinforces the relationship to personal fulfillment.

How do you assess a client's transferable skills?



- Checklists?
- Questions?
- Evaluate accomplishments?
- Other assessment tools – which ones?

Type into chat the tools you use.



Q & A

Mini-Case College Student – Melanie

Narrow the Focus

Background: In final two months of her bachelor's degree. Developed an early interest in pharmacy during high school and was considering a career as a pharmacist.

Self-description: Is highly competitive; in sports, dance and group projects. Aims to win in sports and goes for the best score in the class; competes with herself.

Education/Extracurricular

Major: Pharmaceutical Chemistry

- Pharma Club Public Relations Officer
- Captain of the basketball team (3 years) in high school
- Folk Dancer and Troupe Leader for 13 years.

Experience: 1.5 years as a certified pharmacy tech at a local retail store. Held other part-time jobs including waitressing.

Situation / Goals: Was encouraged by her aunt to narrow her focus within Biotech and improve her resume and interviewing skills to enhance marketability

Melanie

Personal Skill Chart

Hierarchy of her skill preferences

DRIVE™

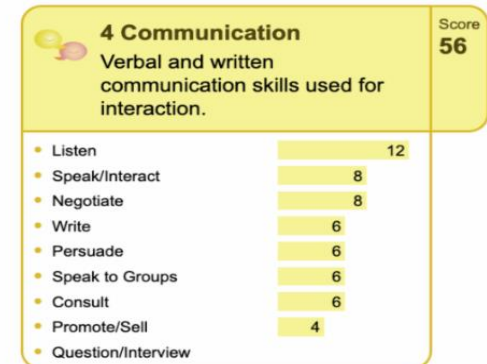
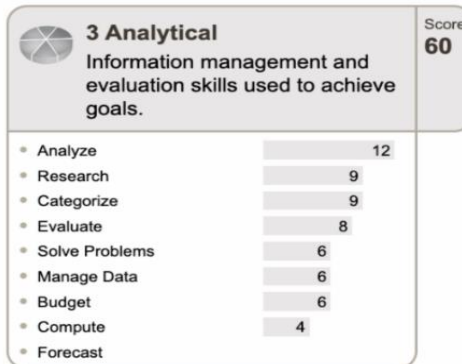
Personal Skill Chart

The chart displays your skill results in the six skill categories in order of the highest score to the lowest score. Category scores are the sum of the individual skill scores. Within each category, individual skills are listed by the ratings you gave on proficiency and importance levels.



*Scoring key below

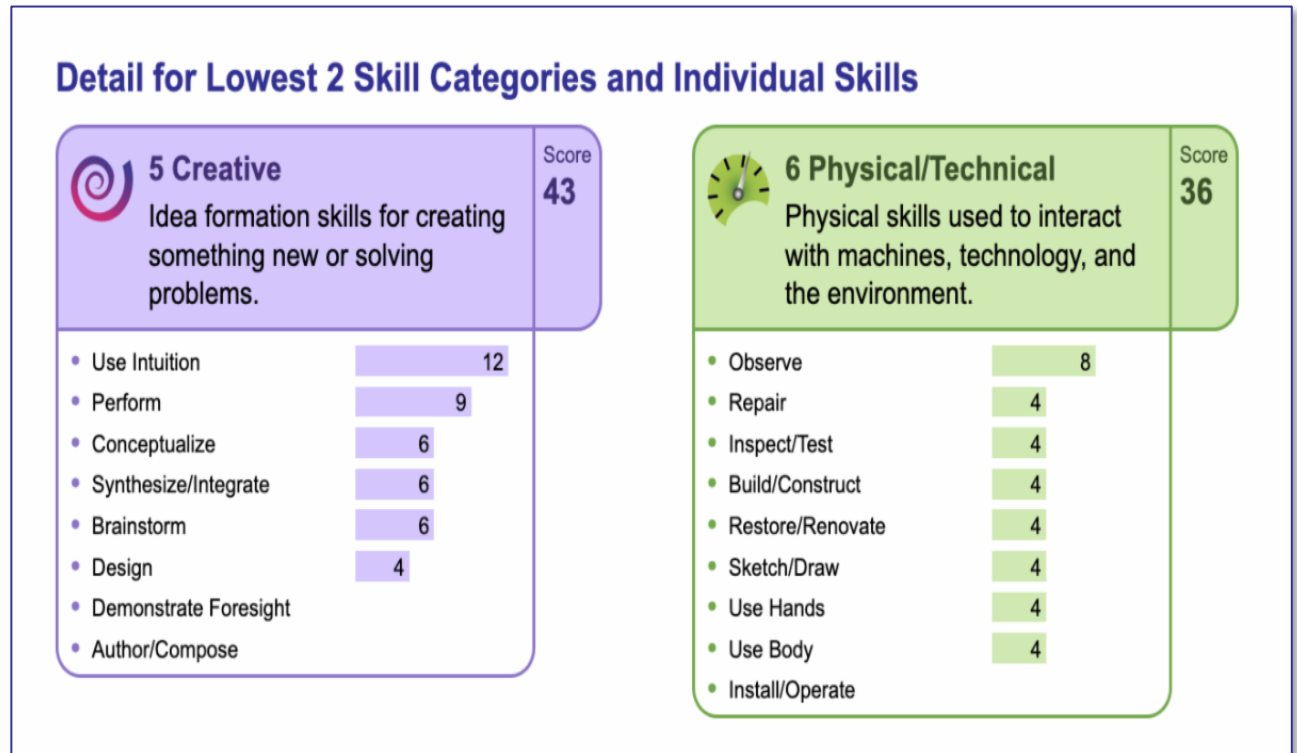
Detail for Top 4 Skill Categories and Individual Skills



Note: Scores of 2 or lower are not included

Melanie

Lower Two Skill Categories

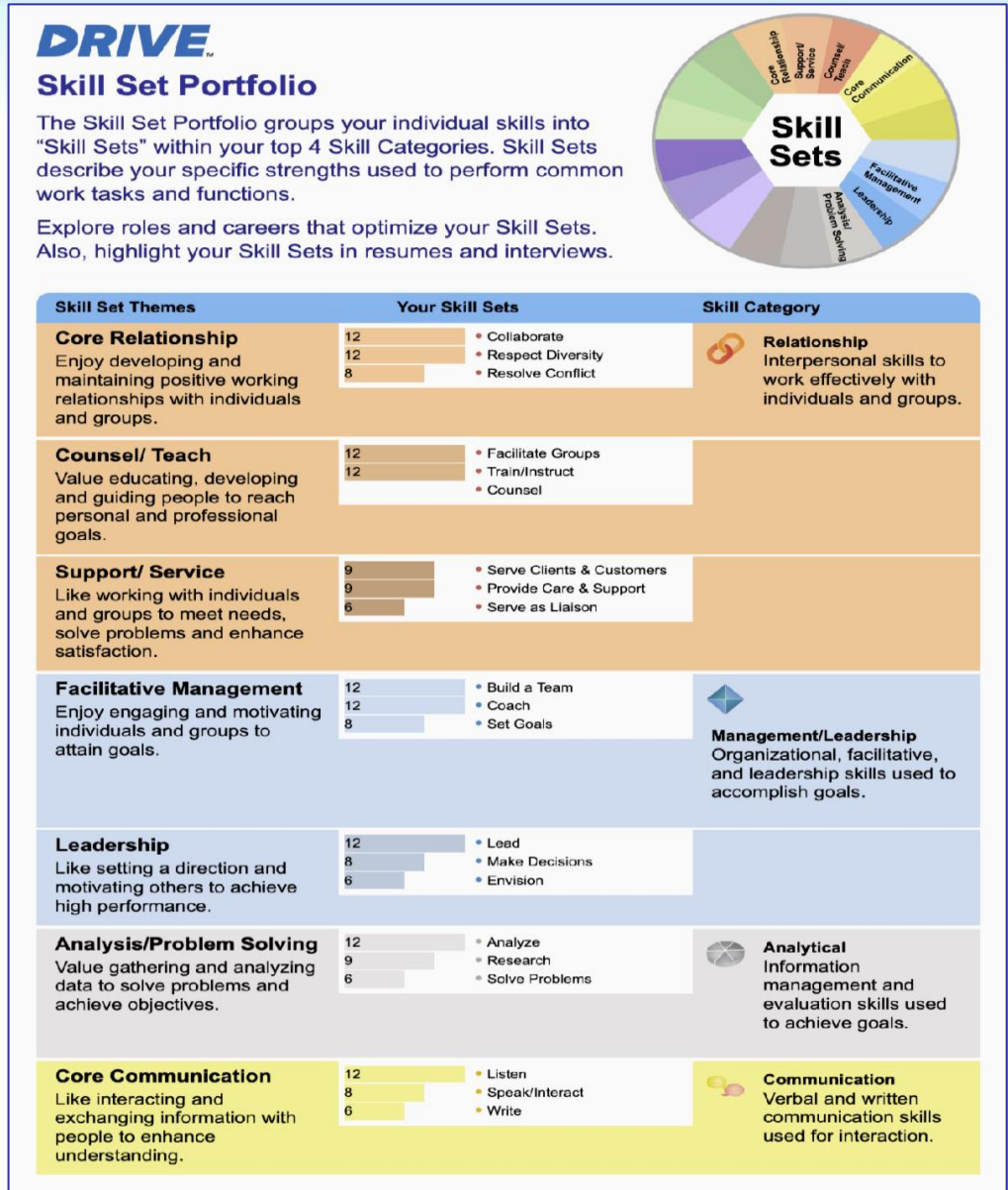


Melanie

Skill Set Portfolio

Groupings of skills from top categories.

Labels highlight and validate specific strengths



Melanie

Career Guides (snapshot)

Career options organized by category (see Expanded Guides)

DRIVE Career Guides

Drive provides you with a career guide of suggested career and educational options for each of your top Skill Sets. Skill Sets are specific strengths within your top categories. Most careers use a variety of Skill Sets. To optimize your career exploration:

- Prioritize the Skill Sets that are most rewarding to you.
- Use the Expanded Guide to research and evaluate the most appealing options.



Career Guide Snapshot

Core Relationship Skill Set	Career Options	Educational Options
<p>Enjoy developing and maintaining positive working relationships with individuals and groups.</p> <p>12 Collaborate 12 Respect Diversity 8 Resolve Conflict</p>	<ul style="list-style-type: none"> • Case Management • Customer Service • Diversity Management • Health Education • Mediation • Student Services 	<ul style="list-style-type: none"> • Business Administration • Communications • Criminal Justice • Health Sciences • Political Science • Psychology

[Expanded Guide >](#)

Counsel/Teach Skill Set	Career Options	Educational Options
<p>Value educating, developing and guiding people to reach personal and professional goals.</p> <p>12 Facilitate Groups 12 Train/Instruct 8 Counsel</p>	<ul style="list-style-type: none"> • Adult Education • Career & Personal Counseling • Health Education • Speech Therapy • Social Work • Youth Development 	<ul style="list-style-type: none"> • Adult Education • Business Management • Communications • Health Education • Psychology • Social Science

[Expanded Guide >](#)

Support/Service Skill Set	Career Options	Educational Options
<p>Like working with individuals and groups to meet needs, solve problems and enhance satisfaction.</p> <p>9 Serve Clients & Customers 9 Provide Care & Support 6 Serve as Liaison</p>	<ul style="list-style-type: none"> • Community Development • Customer Service & Sales Support • Employee Relations • Librarians • Rehabilitation • Social Work 	<ul style="list-style-type: none"> • Business Administration • Communications • Education • Food & Lodging Management • Library Science • Pre-Law • Social Science

[Expanded Guide >](#)

Facilitative Management Skill Set	Career Options	Educational Options
<p>Enjoy engaging and motivating individuals and groups to attain goals.</p> <p>12 Build a Team 12 Coach 8 Set Goals</p>	<ul style="list-style-type: none"> • Athletics & Sports Coaching • Emergency Management • Counseling & Guidance • Labor Relations • Product Management 	<ul style="list-style-type: none"> • Business Administration • Human Resources Management • Marketing & Sales • Occupational and Physical Therapy • Physical Education

[Expanded Guide >](#)

Leadership Skill Set	Career Options	Educational Options
<p>Like setting a direction and motivating others to achieve high performance.</p> <p>12 Lead 8 Make Decisions 6 Envision</p>	<ul style="list-style-type: none"> • Business Development • Hospital Administration • Program Management • Sustainability Management • Teaching • Urban Planning 	<ul style="list-style-type: none"> • Business Administration • Government • Human Resources Management • Public Administration • Educational Administration

[Expanded Guide >](#)

Analysis/Problem Solving Skill Set	Career Options	Educational Options
<p>Value gathering and analyzing data to solve problems and achieve objectives.</p> <p>12 Analyze 9 Research 6 Solve Problems</p>	<ul style="list-style-type: none"> • Business Analyst • Geneticist • Management Analyst • Investigator • Medical Equipment Operation • Quality Control 	<ul style="list-style-type: none"> • Biological Sciences • Computer-Aided Drafting • Computer Science • Criminal Justice • Engineering Technology • Operations Management

[Expanded Guide >](#)

Core Communication Skill Set	Career Options	Educational Options
<p>Like interacting and exchanging information with people to enhance understanding.</p> <p>12 Listen 8 Speak/Interact 6 Write</p>	<ul style="list-style-type: none"> • Corporate Communications • Curriculum Developer • Affirmative Action Officer • Medical Assisting • Social Work • Tour Leader 	<ul style="list-style-type: none"> • Business Administration • Educational Technology • English • Health Sciences • Psychology • Tourism & Travel Management

[Expanded Guide >](#)

Melanie

Expanded Guides: Career Options by Skill Set


Provides direct links to O*Net

DRIVE™

Expanded Career Guide

This guide organizes career and educational options by career fields that use your Skill Sets in a prominent way. Conduct research on 3 to 5 interesting jobs on this list.

↓ Download this page



Analysis/Problem Solving

Value gathering and analyzing data to solve problems and achieve objectives.

12	• Analyze
9	• Research
6	• Solve Problems

Analysis/Problem Solving – Sampling of Career Options

Business & Finance

- Actuarial Science/Insurance
- Business Analyst
- Business & Corporate Development
- Competitive Intelligence
- Corporate Finance
- General Management
- Human Resources Management
- Information Systems
- Financial Services; Investment Banking, Investment Management, etc.
- Marketing & Market Research
- Operations & Production Management
- Real Estate; Brokerage, Property Management, etc.
- Supply Chain Management
- Sustainability Management

Government, Law & Public Services

- Administration & Management
- Contract Management
- Courts & Judicial Administration
- Financial Analyst
- Forensic Science
- Inspectors; Food, etc.
- Investigators; Private, FBI, CIA, etc.
- Lawyers, Paralegals & Assistants
- Management Analysts
- Law Enforcement & Security
- Occupational Health & Safety
- Public Policy Analysis
- Urban & Regional Planning

Health Science, Support & Medicine

- Clinical & Medical Researchers
- Clinical Lab Technicians
- Geneticist
- Medical Equipment Technicians; Respiratory, etc.
- Medical Technicians; Radiologic, Surgical, etc.
- Nursing
- Therapeutic Services; Physical Therapy, Occupational, etc.
- Medical Specialties; Dentistry, Podiatry, etc.
- Research & Development

Science, Technology, Engineering & Math

- Artificial Intelligence Engineer
- Computer Hardware & Software Development
- Computer Programming
- Data Scientist
- Economists
- Engineering Professionals & Technicians; Aerospace, Biomedical, Electronics, etc.
- Environmental Science
- Information Systems & Security
- Research & Development
- Robotics Engineer
- Statisticians
- Scientists & Technicians; Agriculture, Biology, etc.
- Virtual Reality Developer

Installation, Maintenance & Repair

- Maintenance & Repair Technicians; Computer, Equipment, Electronics, Electrical, Telecommunications, etc.
- Instrument Calibration and Repair
- Manufacturing Technician/Technologist
- Quality Control & Testing

Manufacturing & Production

- Drafters
- Industrial Health & Safety Officers
- Industrial Engineers
- Inventory Management
- Logistics Analysts
- Operations Management
- Power Plant Distribution & Operations
- Production Management
- Project Management
- Purchasing
- Quality Assurance
- Safety Engineers
- Storage & Distribution Management
- System Operations

Melanie

Skill
Development Report
High potential skills
(moderate
proficiency / high
enjoyment – “8”)

Provides suggested
development
activities

DRIVE™

Skill Development

This report displays your high potential skills (moderate proficiency and high importance scores of 8) in priority order. Use this sampling of development suggestions to prompt your own personalized ideas. Create an action plan and timeline to track your skill development.

Relationship

Management/Leadership

Analytical

Communication

Physical/Technical

Skill

Speak/Interact

Use clear expression and adapt style to meet listener needs.

Skill Development and Training Suggestions

- Ask for feedback from your coworkers, friends, or a manager on how you express yourself. Use this feedback to understand your strengths and areas for improvement.
- Record or videotape your voice to get comfortable hearing how you speak. Look for positive attributes of your voice and note aspects that impact effectiveness.
- Use stories, anecdotes, and metaphors to get your point across, whether speaking to an individual or a group. People remember real life examples.
- Observe strong communicators in action. Pay attention to their verbal and non-verbal behavior. Note what is effective and ineffective.

Skill

Evaluate

Assess the value of a service, product, or an idea.

Skill Development and Training Suggestions

- Take a step back and devise a plan, include your objective, a timeline, resources, and appropriate support and involvement from others. Remember that evaluation is a process.
- Determine the criteria and standards to use in evaluating the program, product, or service.
- Identify someone who has experience with service or product evaluation, and have them share the strategies they use with you.
- Do as much testing as possible of a new service, product, or idea. Get feedback from others.

Skill

Negotiate

Reach an agreement that defines expectations, terms and resources.

Skill Development and Training Suggestions

- Before negotiating, determine what you want, what is ideal, what is necessary, and what could be sacrificed.
- In a negotiation, adopt the attitude and position of equal partners in search of a fair and mutually advantageous solution.
- Observe expert negotiators in action, and note how they manage the different stages of the negotiation process.
- Read about and take courses on negotiation techniques.

Melanie

Strategic Skill Profile

Snapshot of a clients' most relevant skills

DRIVE

Strategic Skill Profile

Drive organizes your top skills with scores of 12, 9 and 8 in strategic areas of strength.

Use this information to validate your top skills and implement the strategies to achieve your goals.



Your Top Skills	Score	Strategies
<p>Dominant Skills you rated as high proficiency and high importance</p> <p>Relationship</p> <ul style="list-style-type: none"> Collaborate Respect Diversity Train/Instruct Facilitate Groups <p>Communication</p> <ul style="list-style-type: none"> Listen <p>Management/Leadership</p> <ul style="list-style-type: none"> Plan/Organize Build a Team Coach Lead <p>Analytical</p> <ul style="list-style-type: none"> Analyze <p>Creative</p> <ul style="list-style-type: none"> Use Intuition 	12	<p>Leverage your dominant skills in your career to increase your personal satisfaction</p> <p>These are your greatest strengths. Whether you are launching a first career or making a career change, look for career options that offer tasks and roles that optimize your dominant skills. In marketing yourself, highlight your dominant skills in your resume and interviews.</p>
<p>Support Skills you rated as high proficiency and moderate importance</p> <p>Relationship</p> <ul style="list-style-type: none"> Provide Care & Support Serve Clients & Customers <p>Management/Leadership</p> <ul style="list-style-type: none"> Manage Projects <p>Analytical</p> <ul style="list-style-type: none"> Research Categorize <p>Creative</p> <ul style="list-style-type: none"> Perform 	9	<p>Combine your support skills with your dominant skills to increase your contribution to work.</p> <p>Your support skills are core strengths you have available to offer. Use your support skills to demonstrate your versatility and enhance your effectiveness in work. Given that most work requires a range of skills, your support skills will expand the range of career options available to you and you will have more to offer.</p>
<p>High Potential Skills you rated as moderate proficiency and high importance</p> <p>Relationship</p> <ul style="list-style-type: none"> Resolve Conflict <p>Management/Leadership</p> <ul style="list-style-type: none"> Set Goals Make Decisions <p>Communication</p> <ul style="list-style-type: none"> Speak/Interact Negotiate <p>Analytical</p> <ul style="list-style-type: none"> Evaluate <p>Physical/Technical</p> <ul style="list-style-type: none"> Observe 	8	<p>Develop your high potential skills to progress in your current career or gain entry into a new career.</p> <p>Your high potential skills bring you enjoyment and are ready for development. Be intentional in selecting relevant opportunities to build them. Conduct career research to check for alignment with your high potential skills.</p>

Melanie's Skill Sets with Examples

Relationship

Skill Sets:

- Core Relationship, Counsel/Teach, Support/Service

Examples

- Build trust with team members (school, work and sports)
- Guide people to reach goals, facilitate groups, train pharmacy techs and waitresses

Management / Leadership

Skill Sets:

- Facilitative Management and Leadership

Examples

- Motivate individuals and groups to goal accomplishment, e.g., captain of basketball team and dance troupe leader
- Lead club meetings, develop marketing materials and newsletters
- Organize and coordinate 30+ events with stakeholders and campus

Analytical

Skill Set

- Analysis/ Problem Solving

Examples

- Conduct research on the internet
- Observe team members to understand their strengths and challenge areas
- Evaluate decisions after her experiments

Communication

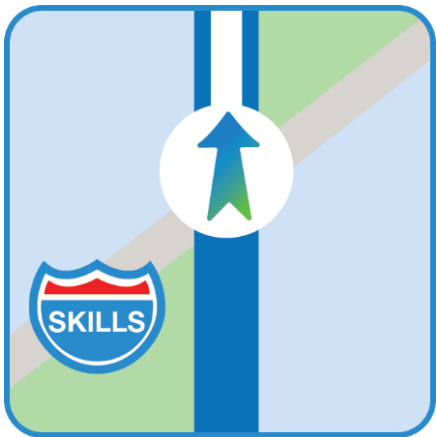
Skill Set

- Core Communication

Examples

- Listen carefully to understand customer needs and concerns
- Serve as a liaison between patients and pharmacist to communicate prescription information

Poll



What is the fit between Melanie's skills and pharmacist's career?

- Low?
- Moderate?
- High?

Melanie – Insights & Outcome

Skill Themes: Importance of relationships; leading teams to accomplish goals, strong organizational and communication skills. Enhanced awareness of the need for more lab experience to trust her research decisions. “Servant Leader” metaphor

- Revised her resume to tailor her skills and experience to research roles
- Developed stronger responses to interview questions to showcase her communication, organizational, team building and analytical skills

Outcome – Accepted a job offer to work on drug discovery in a large research company

“I feel like I learned a lot about myself that I didn't know could be expressed in words”.



Q & A

Early-Career Mini-Case – Garret

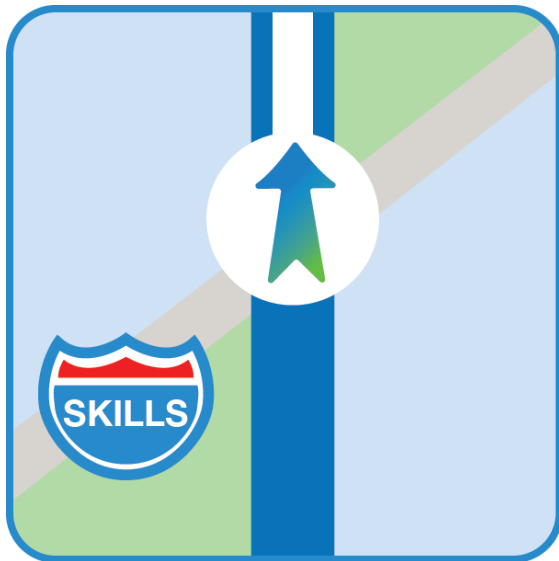
What else can I do?

- **Background:** Has 7 years of work experience in education; academic advising and currently is a registrar specialist
- **Education:** BA in Politics
- **The Situation (Covid):** Limited career mobility, narrow responsibilities, very administrative-oriented, minimal interaction with boss & team members
- **Goal:** Identify other jobs in education and business that may be a good fit.

Garret: Pre-Assessment Reflection Exercise

“Most Rewarding Experiences”

- Advised students on degree and certificate requirements – felt I had a positive impact on their lives
- Developed knowledge about Peoplesoft and student information systems. Trained other staff on using them. Enjoyed serving as a knowledge source to staff
- Met with faculty to discuss students and learn about corresponding career fields. Felt valued by faculty.
- Created personalized graduation plans and built forms in DocuSign. Liked using my creative side.
- I enjoyed becoming a subject matter expert on how extension programs are built (academic and system side)



What skills / skill themes
are communicated in
Garret's experiences?

Type your responses in the Zoom chat

Garret

Personal Skill Chart

Hierarchy of skills in top four categories

DRIVE™

Personal Skill Chart

The chart displays your skill results in the six skill categories in order of the highest score to the lowest score. Category scores are the sum of the individual skill scores. Within each category, individual skills are listed by the ratings you gave on proficiency and importance levels.

*Scoring key below



Detail for Top 4 Skill Categories and Individual Skills

1 Communication
Verbal and written communication skills used for interaction.

Score **93**

• Speak/Interact	12
• Write	12
• Consult	12
• Question/Interview	12
• Negotiate	12
• Listen	9
• Persuade	9
• Speak to Groups	9
• Promote/Sell	6

2 Management/Leadership
Organizational, facilitative, and leadership skills used to accomplish goals.

Score **89**

• Initiate	12
• Manage Projects	12
• Set Goals	12
• Coach	12
• Make Decisions	12
• Plan/Organize	9
• Envision	8
• Build a Team	6
• Lead	6

3 Creative
Idea formation skills for creating something new or solving problems.

Score **87**

• Conceptualize	12
• Synthesize/Integrate	12
• Design	12
• Brainstorm	12
• Use Intuition	12
• Author/Compose	9
• Demonstrate Foresight	8
• Create Images	6
• Perform	4

4 Relationship
Interpersonal skills to work effectively with individuals and groups.

Score **72**

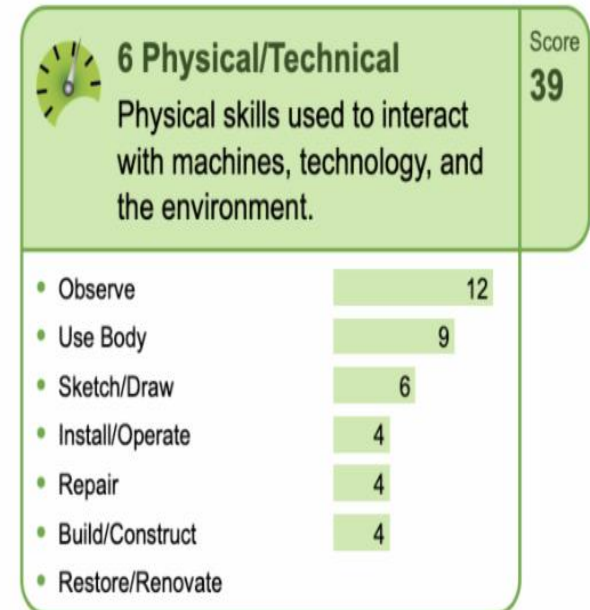
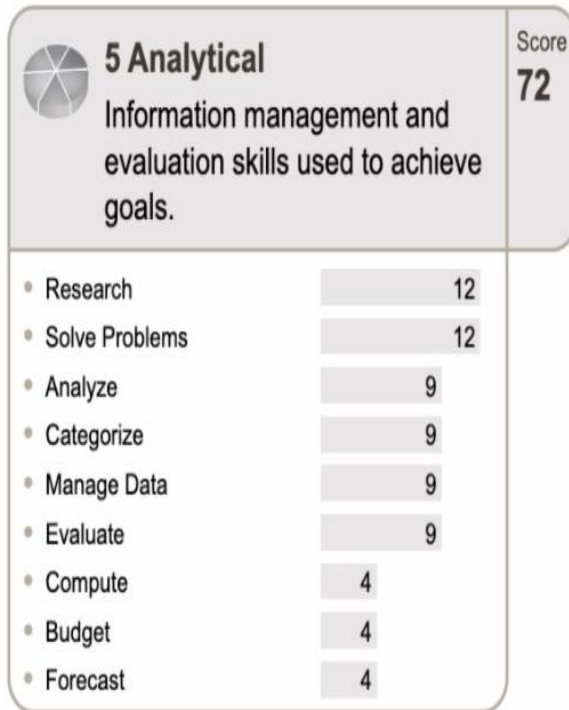
• Collaborate	12
• Serve as Liaison	12
• Counsel	12
• Respect Diversity	9
• Provide Care & Support	9
• Serve Clients & Customers	9
• Train/Instruct	9

Note: Scores of 2 or lower are not included

Garret

Lower Two Categories

Detail for Lowest 2 Skill Categories and Individual Skills



Garret

Skill Set Portfolio


Sub-grouping of skills from top categories.





Labels highlight and validate core strengths

DRIVE™ Skill Set Portfolio

The Skill Set Portfolio groups your individual skills into “Skill Sets” within your top 4 Skill Categories. Skill Sets describe your specific strengths used to perform common work tasks and functions.

Explore roles and careers that optimize your Skill Sets. Also, highlight your Skill Sets in resumes and interviews.



Skill Set Themes	Your Skill Sets	Skill Category									
<p>Consultation Value collaborating with others to identify problems and develop effective solutions.</p>	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px;">12</td><td style="width: 60px; background-color: #ccc;"></td><td>• Consult</td></tr> <tr><td>12</td><td style="background-color: #ccc;"></td><td>• Question/Interview</td></tr> <tr><td>12</td><td style="background-color: #ccc;"></td><td>• Negotiate</td></tr> </table>	12		• Consult	12		• Question/Interview	12		• Negotiate	 <p>Communication Verbal and written communication skills used for interaction.</p>
12		• Consult									
12		• Question/Interview									
12		• Negotiate									
<p>Core Communication Like interacting and exchanging information with people to enhance understanding.</p>	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px;">12</td><td style="width: 60px; background-color: #ccc;"></td><td>• Write</td></tr> <tr><td>12</td><td style="background-color: #ccc;"></td><td>• Speak/Interact</td></tr> <tr><td>9</td><td style="background-color: #ccc;"></td><td>• Listen</td></tr> </table>	12		• Write	12		• Speak/Interact	9		• Listen	
12		• Write									
12		• Speak/Interact									
9		• Listen									
<p>Organization Like initiating, structuring and carrying out steps to accomplish objectives.</p>	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px;">12</td><td style="width: 60px; background-color: #ccc;"></td><td>• Initiate</td></tr> <tr><td>12</td><td style="background-color: #ccc;"></td><td>• Manage Projects</td></tr> <tr><td>9</td><td style="background-color: #ccc;"></td><td>• Plan/Organize</td></tr> </table>	12		• Initiate	12		• Manage Projects	9		• Plan/Organize	 <p>Management/Leadership Organizational, facilitative, and leadership skills used to accomplish goals.</p>
12		• Initiate									
12		• Manage Projects									
9		• Plan/Organize									
<p>Invention Like forming connections, patterns and structures to create something new.</p>	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px;">12</td><td style="width: 60px; background-color: #ccc;"></td><td>• Conceptualize</td></tr> <tr><td>12</td><td style="background-color: #ccc;"></td><td>• Synthesize/Integrate</td></tr> <tr><td>12</td><td style="background-color: #ccc;"></td><td>• Design</td></tr> </table>	12		• Conceptualize	12		• Synthesize/Integrate	12		• Design	 <p>Creative Idea formation skills for creating something new or solving problems.</p>
12		• Conceptualize									
12		• Synthesize/Integrate									
12		• Design									
<p>Intuition Value relying on feelings and perceptions to form insights.</p>	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px;">12</td><td style="width: 60px; background-color: #ccc;"></td><td>• Brainstorm</td></tr> <tr><td>12</td><td style="background-color: #ccc;"></td><td>• Use Intuition</td></tr> <tr><td>8</td><td style="background-color: #ccc;"></td><td>• Demonstrate Foresight</td></tr> </table>	12		• Brainstorm	12		• Use Intuition	8		• Demonstrate Foresight	
12		• Brainstorm									
12		• Use Intuition									
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<p>Analysis/Problem Solving Value gathering and analyzing data to solve problems and achieve objectives.</p>	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px;">12</td><td style="width: 60px; background-color: #ccc;"></td><td>• Solve Problems</td></tr> <tr><td>12</td><td style="background-color: #ccc;"></td><td>• Research</td></tr> <tr><td>9</td><td style="background-color: #ccc;"></td><td>• Analyze</td></tr> </table>	12		• Solve Problems	12		• Research	9		• Analyze	 <p>Analytical Information management and evaluation skills used to achieve goals.</p>
12		• Solve Problems									
12		• Research									
9		• Analyze									

Garret's Career Guide Snapshot

Career options organized by top skill sets

DRIVE

Career Guides

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Career Guide Snapshot

Consultation Skill Set	Career Options	Educational Options
<p> Value collaborating with others to identify problems and develop effective solutions.</p> <p>12 Consult</p> <p>12 Question/Interview</p> <p>12 Negotiate</p>	<ul style="list-style-type: none"> • Brand Consulting • Counseling & Guidance • Investment Management • Lawyer • Media Buying • Political Consulting 	<ul style="list-style-type: none"> • Business Administration • Communications • English/Rhetoric • Marketing Management • Pre-Law • Psychology
Expanded Guide >		

Core Communication Skill Set	Career Options	Educational Options
<p> Like interacting and exchanging information with people to enhance understanding.</p> <p>12 Write</p> <p>12 Speak/Interact</p> <p>9 Listen</p>	<ul style="list-style-type: none"> • Corporate Communications • Curriculum Developer • Affirmative Action Officer • Medical Assisting • Social Work • Tour Leader 	<ul style="list-style-type: none"> • Business Administration • Educational Technology • English • Health Sciences • Psychology • Tourism & Travel Management
Expanded Guide >		

Organization Skill Set	Career Options	Educational Options
<p> Like initiating, structuring and carrying out steps to accomplish objectives.</p> <p>12 Initiate</p> <p>12 Manage Projects</p> <p>9 Plan/Organize</p>	<ul style="list-style-type: none"> • Emergency Management • Event Management • Facilities Management • Student Services • Volunteer Coordination 	<ul style="list-style-type: none"> • Business Administration • Construction Management • Operations Management • Health Education • Psychology
Expanded Guide >		

Invention Skill Set	Career Options	Educational Options
<p> Like forming connections, patterns and structures to create something new.</p> <p>12 Conceptualize</p> <p>12 Synthesize/Integrate</p> <p>12 Design</p>	<ul style="list-style-type: none"> • Architects • Brand Management • Curriculum Development • Historical Restoration • Strategic Planning 	<ul style="list-style-type: none"> • Business Administration • Design & Visual Communication • Educational Technology • Media Arts & Animation • Teacher Education
Expanded Guide >		

Intuition Skill Set	Career Options	Educational Options
<p> Value relying on feelings and perceptions to form insights.</p> <p>12 Brainstorm</p> <p>12 Use Intuition</p> <p>8 Demonstrate Foresight</p>	<ul style="list-style-type: none"> • Advertising • Fashion Design • Landscape Marketing • Photographer • Program Development • Teaching 	<ul style="list-style-type: none"> • Art & Music Therapy • Business Administration • Design & Visual Communications • Media Arts and Animation • Psychology
Expanded Guide >		

Analysis/Problem Solving Skill Set	Career Options	Educational Options
<p> Value gathering and analyzing data to solve problems and achieve objectives.</p> <p>12 Solve Problems</p> <p>12 Research</p> <p>9 Analyze</p>	<ul style="list-style-type: none"> • Business Analyst • Geneticist • Management Analyst • Investigator • Medical Equipment Operation • Quality Control 	<ul style="list-style-type: none"> • Biological Sciences • Computer-Aided Drafting • Computer Science • Criminal Justice • Engineering Technology • Operations Management
Expanded Guide >		

Garret

Expanded Guides – Career Options by Skill Set

Provides direct links to O*Net



Expanded Career Guide

This guide organizes career and educational options by career fields that use your Skill Sets in a prominent way. Conduct research on 3 to 5 interesting jobs on this list.

[Download this page](#)

Core Communication
Like interacting and exchanging information with people to enhance understanding.

12	• Write
12	• Speak/Interact
9	• Listen

Core Communication – Sampling of Career Options

Business & Finance <ul style="list-style-type: none">• Advertising• Customer Service & Sales Support• Corporate Communications• Development/Fundraising• Human Resources; Recruitment & Selection• Instructional Design• Investor Relations• Labor Relations• Marketing & Promotions• Public Relations• Publishing• Sustainability Management• Web Development	Education, Training & Library <ul style="list-style-type: none">• Adult Education• Counseling & Guidance• Curriculum Developer• Educational Administration• Librarians• Instructional Design• School Psychologists• Special Education• Student Services• Teaching (primary, secondary, technical, college)• Vocational Education	Government, Law & Public Services <ul style="list-style-type: none">• Affirmative Action Officers• Community Relations• Emergency Management• Foreign Service Officers• Lawyers/Paralegal• Legal Services; Adoption, Family Law• Mediation• Probation/Corrections• Public Information Officers• Social Service Workers
Health Science, Support & Medicine <ul style="list-style-type: none">• Health Education• Healthcare Support; Medical, Dental, Optometric Assisting, etc.• Information Management• Patient/Member Services• Mental Health Support• Nursing• Rehabilitation	Human & Community Services & Non-profits <ul style="list-style-type: none">• Case Management• Career & Personal Counseling• Clergy/Ministry• Community Outreach & Advocacy• Grantwriting/Fundraising• Social Work• Vocational Rehabilitation	Hospitality and Tourism <ul style="list-style-type: none">• Tour Planning & Leadership• Transportation Attendants; Flight Attendants

Garret – Insights & Next Steps

Skill and Motivational Themes from Rewarding Experiences & SkillScan

Serving in an advisory/consulting/training role; providing subject matter knowledge to stakeholders. Uses problem solving and creativity to develop tools. Awareness of his creative potential.

Motivational themes: Recognition for expertise and contributions to team effort, provide value to students and faculty

Short Term: Explore Functional Consultant Role for PeopleSoft

Longer Term: Research Other Options in Education

- Educational Technology
- Project Management Certification
- User Interface Design (UX)
- Various Career Paths in Student Services that require a master's degree





Q & A

Transitioner Mini-Case – Kristen

What's next?

30+ years experience in a variety of educational and non-profit organizations; currently an HR Analyst at a large research University in SF.

Previous Roles: Human Resources Director, Coordinator of Faculty Recruitment, HR Generalist and HR Analyst, Administration.

Education: Law degree and admitted to the bar, BA in History and Senior Professional in Human Resources (SPHR)

Situation/Goals: Job is very repetitive, works in a bullpen and feels her skills and experience are underutilized and unappreciated.

- Being passed over for higher-level roles by younger colleagues.
- Wants more direct involvement with customers/clients and to make a contribution to the organization
- Wonders if she should retire, start her own business, apply to different departments, other organizations?

Kristen

Personal Skill Chart

DRIVE™

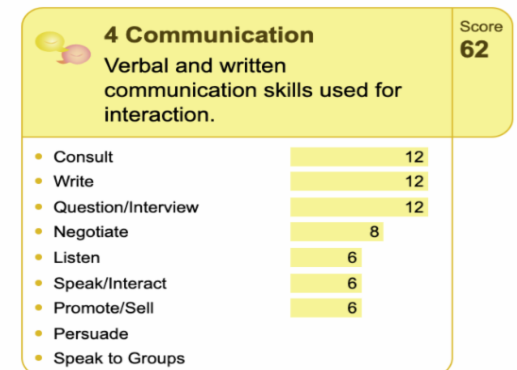
Personal Skill Chart

The chart displays your skill results in the six skill categories in order of the highest to the lowest score. Category scores are the sum of the individual skill scores. Within each category, individual skills are listed by the ratings you gave on proficiency and importance levels.

*Scoring key below



Detail for Top 4 Skill Categories and Individual Skills

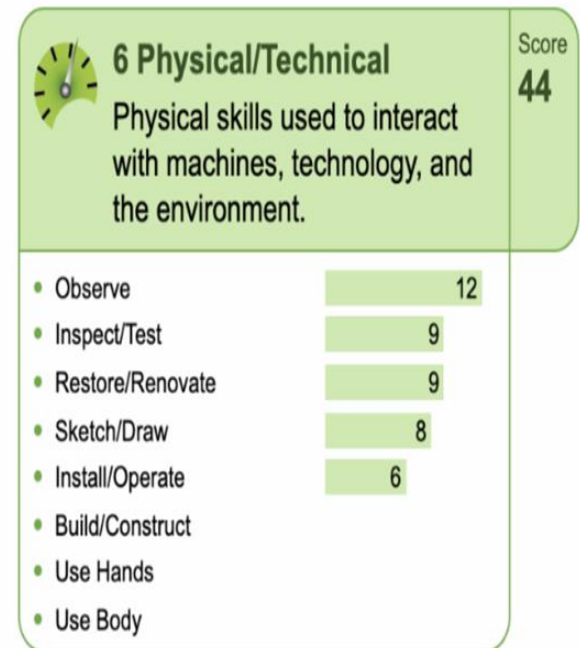


Kristen

Lower two Categories

Note: Scores of 2 or lower are not included

Detail for Lowest 2 Skill Categories and Individual Skills



Kristen

Skill Set Portfolio

Sub-grouping of skills from top categories.






Labels highlight and validate core strengths

DRIVE[™] Skill Set Portfolio

The Skill Set Portfolio groups your individual skills into "Skill Sets" within your top 4 Skill Categories. Skill Sets describe your specific strengths used to perform common work tasks and functions.

Explore roles and careers that optimize your Skill Sets. Also, highlight your Skill Sets in resumes and interviews.



Skill Set Themes	Your Skill Sets	Skill Category
Support/ Service Like working with individuals and groups to meet needs, solve problems and enhance satisfaction.	12 12 9 <ul style="list-style-type: none"> • Serve as Liaison • Serve Clients & Customers • Provide Care & Support 	 Relationship Interpersonal skills to work effectively with individuals and groups.
Facilitative Management Enjoy engaging and motivating individuals and groups to attain goals.	12 12 8 <ul style="list-style-type: none"> • Coach • Set Goals • Build a Team 	 Management/Leadership Organizational, facilitative, and leadership skills used to accomplish goals.
Organization Like initiating, structuring and carrying out steps to accomplish objectives.	12 12 6 <ul style="list-style-type: none"> • Manage Projects • Plan/Organize • Initiate 	
Analysis/Problem Solving Value gathering and analyzing data to solve problems and achieve objectives.	12 9 8 <ul style="list-style-type: none"> • Solve Problems • Research • Analyze 	 Analytical Information management and evaluation skills used to achieve goals.
Invention Like forming connections, patterns and structures to create something new.	12 12 8 <ul style="list-style-type: none"> • Design • Synthesize/Integrate • Conceptualize 	 Creative Idea formation skills for creating something new or solving problems.
Consultation Value collaborating with others to identify problems and develop effective solutions.	12 12 8 <ul style="list-style-type: none"> • Consult • Question/Interview • Negotiate 	 Communication Verbal and written communication skills used for interaction.

Kristin's Insights & Outcome

Top Skill Sets and Themes:

Analytical/problem solving: Analyze data to solve problems for increased efficiency and improved services and systems.

Invention: Creating new systems such as the cloud-based. HR system and automation project at the college. Being a “spark-plug” for change. Get stakeholders and management involved in implementation.

Consultation: Being an expert in a body of knowledge such as academic policy, advise and train others.

Outcome: Applied for higher-level management roles in the organization. Hired as a Human Resources Manager for a campus institute.

Responsibilities: In charge of HR for faculty, academic and staff employees. Drive HR initiatives and serve as consultant to faculty and managers. Member of leadership team.





Q & A

Skill Themes for Exploration and Self-Marketing

Launchers (secondary school and college)	Early Career Professionals	Transitioners
<p>Minimal life and work experience - Get on the right path</p>	<p>Have 2 to 5 years of experience - Make an informed pivot</p>	<p>Have breadth and depth of experience - Make a strategic transition</p>
<p>Solicit favorite experiences from projects and classwork, volunteer, extracurricular and hobbies.</p> <p>Examples: Senior in high school – “In a group project I stepped up to make sure the work was fairly distributed to team members”. (facilitate) Senior in college – evolving creative pattern; “Decorated for sorority events, made a conservation display for a class project, created a scrapbook for each year of college.”</p>	<p>Communicates a general sense of their skills; e.g., good at analysis and research, enjoy working with people and in teams.</p> <p>Inquire about examples that use high-scoring skills or the reverse - solicit positive experiences and identify high scoring skills on their report to reinforce awareness.</p> <p>Skill Theme Example “Excel in researching and analyzing complex information to provide context and actionable recommendations.”</p>	<p>Communicate their skills in industry terms and job responsibilities not transferable skills.</p> <p>Solicit rewarding experiences from different jobs to identify a set of core skills, skill themes and motivation. Use to evaluate potential roles for fit.</p> <p>Skill Theme Example: “Skilled project manager who excels at collaborating with stakeholders to accomplish building community and fundraising.”</p>

Report Review Tips – Personal Skill Chart

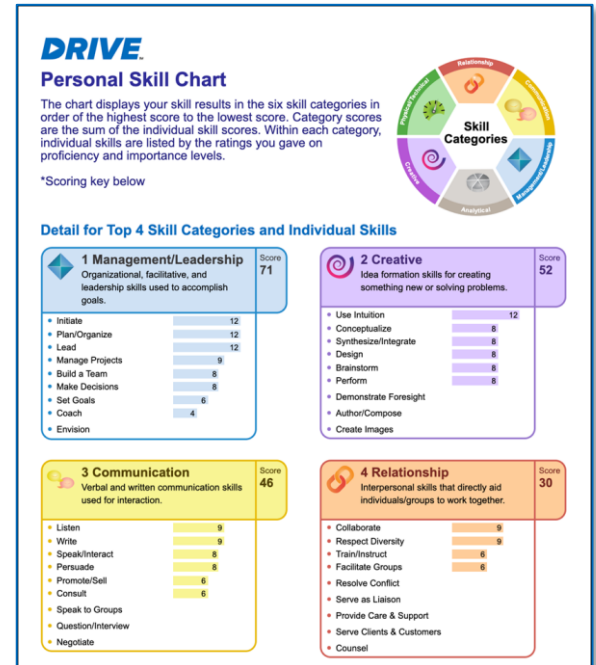
Review Client Preferences

Focus on the top categories and validate for accuracy.

Focus on (12's and 9's) – ask for examples of how these skills were used in an enjoyable context.

Discuss:

- What is the relationship between your top skill categories?
- How well does your current/recent work align/or not with your highest scoring skills?
- Point out high scores in the bottom two categories to see how they are used in work or other areas of their life.
- If you could only use 5 of your favorite skills, which ones are most important?
- What percentage of the time would you like to use skills in your top 3 categories?



Scoring Key

SkillScan Scoring Key	Proficiency (1-3 range)	x	Importance (2-4 range)	=	Scores
Dominant	High (3)	x	High (4)	=	12
Support	High (3)	x	Moderate (3)	=	9
High Potential	Moderate (2)	x	High (4)	=	8
Indifferent	Moderate (2)	X	Moderate (3)	=	6
Burn-out	High (3)	x	Low (2)	=	6
Low Interest	Moderate (2)	x	Low (2)	=	4

*Scores of 2's and lower not reflected in report

Summary

- **Positive experiences** –The details reveal skills, preferences and motivations.
- **Repeating themes** – Most individuals consistently use a reliable pattern of skills in their work/life.
- **Skill Framework** - The SkillScan framework validates client strengths through numerical ratings, color-coding and descriptive language.
- **Connect the Dots** – Linking insights from the past to current skill preferences boosts personal clarity.



**Awareness of preferred skills is motivating –
seek opportunities to use them**



Q & A



Upcoming Trainings & Events

SkillScan Connect (Fee-based)

Date: March 14, 2024 – 11:00 to 12:00 PST

Navigating Blocks to Progress: Tools and Strategies for Supporting Clients in Transition

Presenters: Anne Chan, PhD, and Wendy McWilliams, MA

Introductory Webinar (Free)

Date: April 17, 2024 – 11:00 to 12:00 PST

Strengthen Client Personal Clarity with Integrated Assessment Themes

Presenter: Lesah Beckhusen, M.S.



Log into SkillScan.com and sign-up at:

[Training & Events](#)