



# **Smart Tactics: Best Practices for Reviewing a Drive Report for Clients in Transition**

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**Lesah Beckhusen, M.S.  
President/Developer**



# Webinar Agenda

## Topics:

- Drive Transferable Skills Assessment
- Career Assessment Framework
- Common Transitioner Challenges
- Report Review: Purpose and Structure of Each Section
- Combining Pre-meeting Reflection Exercise with Drive Report

# What is Drive?

A comprehensive online transferable skills assessment

## Designed to provide:

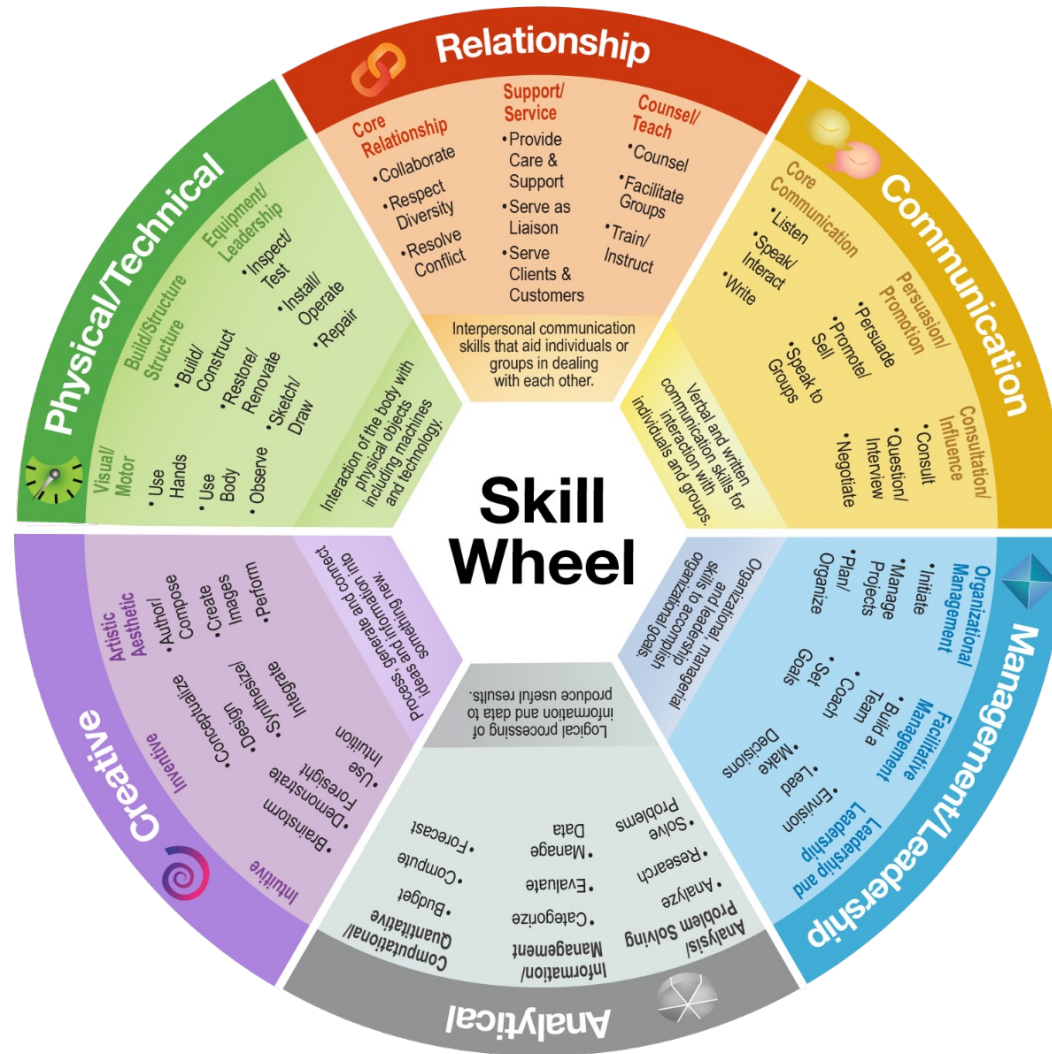
- Insight into skills clients enjoy and are motivated to use and develop
- Language of strengths
- Bridge for transferring skills to new options
- Suggested career options and development activities
- Platform of strengths for self-marketing; resumes and interviews

**Enhanced confidence in career decision-making**



# The Skill Wheel

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



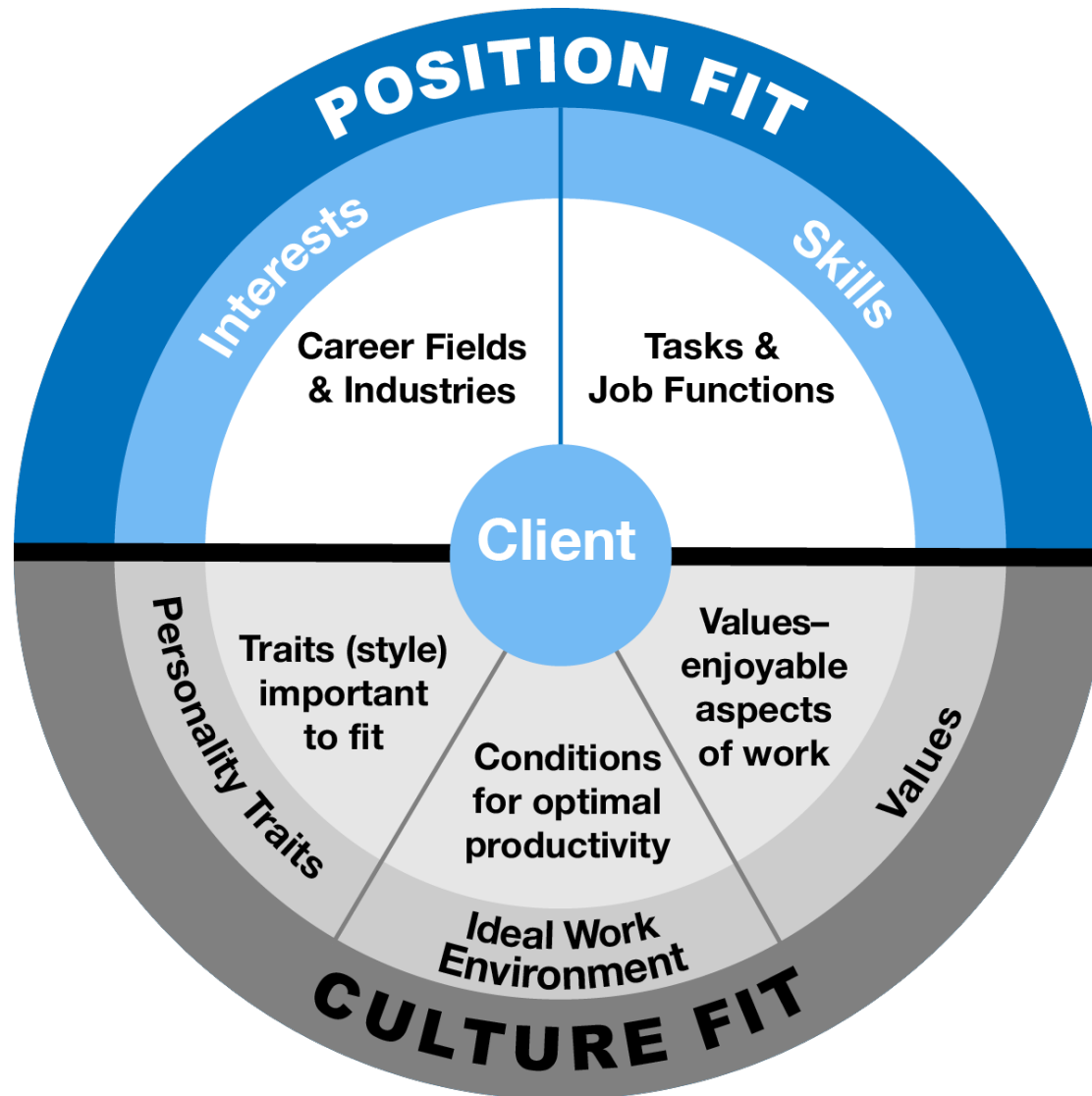
# Transitioners

## Challenges

- Assessing the type of change is needed: function, industry, company
- Skills rooted in experience – limits perception of options
- Unaware of underlying transferable skills used in work experience
- Seek realistic and desirable career options
- Family, time, money & motivation constraints



# Career Assessment Framework



# POLL

How many times have you reviewed Drive (or Express) report with clients?

- None yet
- 1 – 9
- 10 – 20
- 21+



## Case Study – Kristen’s Background

30+ years of human resources experience in a variety of educational and non-profit organizations; most recently an HR Analyst at a large University in SF.

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

**Education:** Law degree; admitted to the bar, BA in History and SPHR, Senior Professional in Human Resources.

**Current Likes/Dislikes:** Pluses - boss and colleagues, daily challenges, understands needs of stakeholders. Negatives – role is repetitive, everything is standardized, high volume workload and works in a bullpen.

**Counseling Issue:** Being passed over for higher-level roles by younger colleagues. Questioning if its time to retire, start her own business, apply to different departments, other organizations? Wants more direct involvement with customers/clients and make a contribution.



## 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



## Kristen - Personal Skill Chart

Hierarchy of skills in top four categories

### Detail for Top 4 Skill Categories and Individual Skills

**1 Relationship**

Interpersonal skills to work effectively with individuals and groups.

Score  
**85**

- Respect Diversity 12
- Serve as Liaison 12
- Serve Clients & Customers 12
- Counsel 12
- Provide Care & Support 9
- Collaborate 8
- Resolve Conflict 8
- Train/Instruct 6
- Facilitate Groups 6

**2 Management/Leadership**

Organizational, facilitative, and leadership skills used to accomplish goals.

Score  
**85**

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

**3 Analytical**

Information management and evaluation skills used to achieve goals.

Score  
**80**

- Solve Problems 12
- Categorize 12
- Research 9
- Compute 9
- Analyze 8
- Evaluate 8
- Budget 8
- Forecast 8
- Manage Data 6

**4 Communication**

Verbal and written communication skills used for interaction.

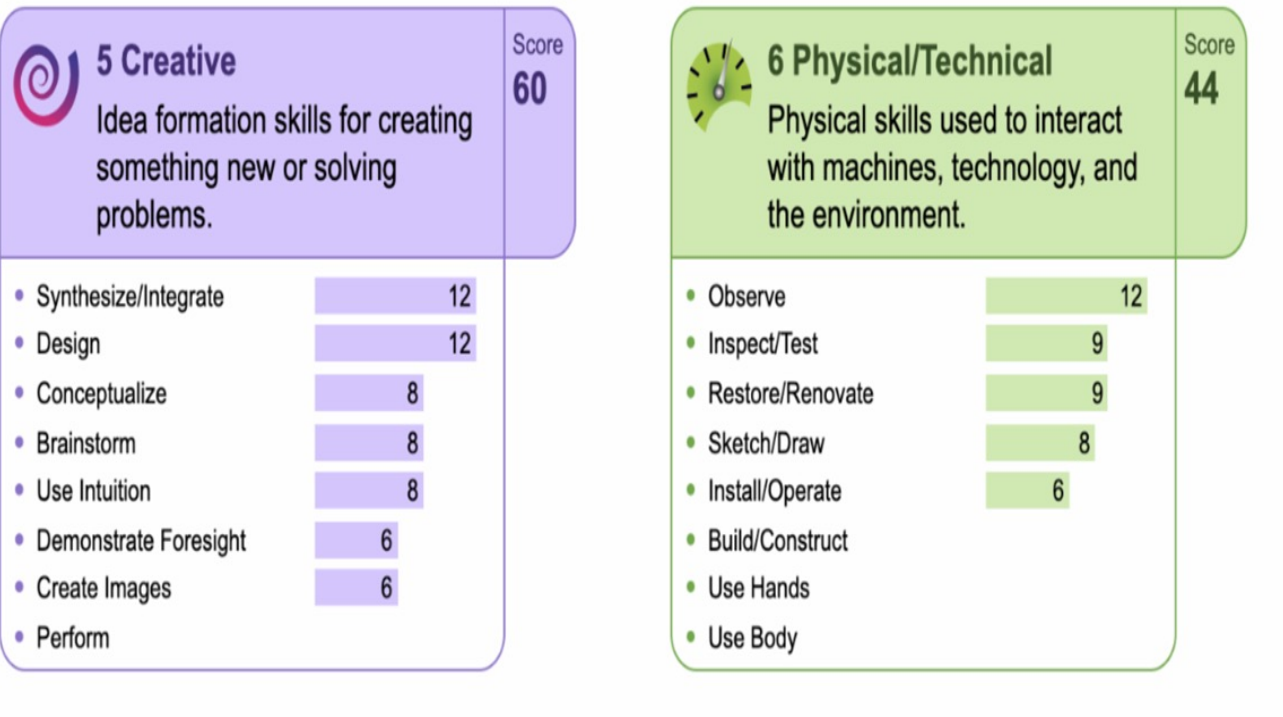
Score  
**62**

- Consult 12
- Write 12
- Question/Interview 12
- Negotiate 8
- Listen 6
- Speak/Interact 6
- Promote/Sell 6
- Persuade 6
- Speak to Groups 6

## 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
<b>Support/ Service</b> Like working with individuals and groups to meet needs, solve problems and enhance satisfaction.	12  • Serve as Liaison 12  • Serve Clients & Customers 9  • Provide Care & Support	<b>Relationship</b> Interpersonal skills to work effectively with individuals and groups.
<b>Facilitative Management</b> Enjoy engaging and motivating individuals and groups to attain goals.	12  • Coach 12  • Set Goals 8  • Build a Team	<b>Management/Leadership</b> Organizational, facilitative, and leadership skills used to accomplish goals.
<b>Organization</b> Like initiating, structuring and carrying out steps to accomplish objectives.	12  • Manage Projects 12  • Plan/Organize 6  • Initiate	
<b>Analysis/Problem Solving</b> Value gathering and analyzing data to solve problems and achieve objectives.	12  • Solve Problems 9  • Research 8  • Analyze	<b>Analytical</b> Information management and evaluation skills used to achieve goals.
<b>Invention</b> Like forming connections, patterns and structures to create something new.	12  • Design 12  • Synthesize/Integrate 8  • Conceptualize	<b>Creative</b> Idea formation skills for creating something new or solving problems.
<b>Consultation</b> Value collaborating with others to identify problems and develop effective solutions.	12  • Consult 12  • Question/Interview 8  • Negotiate	<b>Communication</b> Verbal and written communication skills used for interaction.

# Career Guide – Snapshot

## 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</p> <p>12  Respect Diversity</p> <p>8  Resolve Conflict</p>	<ul style="list-style-type: none"> <li>• Case Management</li> <li>• Customer Service</li> <li>• Diversity Management</li> <li>• Health Education</li> <li>• Mediation</li> <li>• Student Services</li> </ul>	<ul style="list-style-type: none"> <li>• Business Administration</li> <li>• Communications</li> <li>• Criminal Justice</li> <li>• Health Sciences</li> <li>• Political Science</li> <li>• Psychology</li> </ul>
<a href="#">Expanded Guide &gt;</a>		

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>6  Negotiate</p>	<ul style="list-style-type: none"> <li>• Brand Consulting</li> <li>• Counseling &amp; Guidance</li> <li>• Investment Management</li> <li>• Lawyer</li> <li>• Media Buying</li> <li>• Political Consulting</li> </ul>	<ul style="list-style-type: none"> <li>• Business Administration</li> <li>• Communications</li> <li>• English/Rhetoric</li> <li>• Marketing Management</li> <li>• Pre-Law</li> <li>• Psychology</li> </ul>
<a href="#">Expanded Guide &gt;</a>		

Counsel/ Teach Skill Set	Career Options	Educational Options
<p> Value educating, developing and guiding people to reach personal and professional goals.</p> <p>9  Train/Instruct</p> <p>8  Counsel</p> <p>6  Facilitate Groups</p>	<ul style="list-style-type: none"> <li>• Adult Education</li> <li>• Career &amp; Personal Counseling</li> <li>• Health Education</li> <li>• Speech Therapy</li> <li>• Social Work</li> <li>• Youth Development</li> </ul>	<ul style="list-style-type: none"> <li>• Adult Education</li> <li>• Business Management</li> <li>• Communications</li> <li>• Health Education</li> <li>• Psychology</li> <li>• Social Science</li> </ul>
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Facilitative Management Skill Set	Career Options	Educational Options
<p> Enjoy engaging and motivating individuals and groups to attain goals.</p> <p>12  Coach</p> <p>6  Build a Team</p> <p>6  Set Goals</p>	<ul style="list-style-type: none"> <li>• Athletics &amp; Sports Coaching</li> <li>• Emergency Management</li> <li>• Counseling &amp; Guidance</li> <li>• Labor Relations</li> <li>• Product Management</li> </ul>	<ul style="list-style-type: none"> <li>• Business Administration</li> <li>• Human Resources Management</li> <li>• Marketing &amp; Sales</li> <li>• Occupational and Physical Therapy</li> <li>• Physical Education</li> </ul>
<a href="#">Expanded Guide &gt;</a>		

Core Communication Skill Set	Career Options	Educational Options
<p> Like interacting and exchanging information with people to enhance understanding.</p> <p>12  Listen</p> <p>12  Speak/Interact</p> <p>8  Write</p>	<ul style="list-style-type: none"> <li>• Corporate Communications</li> <li>• Curriculum Developer</li> <li>• Affirmative Action Officer</li> <li>• Medical Assisting</li> <li>• Social Work</li> <li>• Tour Leader</li> </ul>	<ul style="list-style-type: none"> <li>• Business Administration</li> <li>• Educational Technology</li> <li>• English</li> <li>• Health Sciences</li> <li>• Psychology</li> <li>• Tourism &amp; Travel Management</li> </ul>
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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>8  Analyze</p> <p>6  Research</p>	<ul style="list-style-type: none"> <li>• Business Analyst</li> <li>• Geneticist</li> <li>• Management Analyst</li> <li>• Investigator</li> <li>• Medical Equipment Operation</li> <li>• Quality Control</li> </ul>	<ul style="list-style-type: none"> <li>• Biological Sciences</li> <li>• Computer-Aided Drafting</li> <li>• Computer Science</li> <li>• Criminal Justice</li> <li>• Engineering Technology</li> <li>• Operations Management</li> </ul>
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# 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
Creative
Communication
Physical/Technical

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

Provides development activities

<p><b>Skill</b></p> <p><b>Collaborate</b> Work with peers or clients to achieve a beneficial outcome.</p>	<p><b>Skill Development and Training Suggestions</b></p> <ul style="list-style-type: none"> <li>Engage peers and colleagues in your projects by asking for their perspective, assistance, and feedback. Offer to assist your colleagues in their projects.</li> <li>Foster relationships with key people across the organization to enhance your understanding of their goals and challenges.</li> <li>Volunteer to help on a task force or committee, or take on a leadership role in a club. Look for opportunities to partner with team members on a specific problem or need.</li> <li>Take courses in psychology, human resources, mediation, group facilitation, team building, or organizational behavior.</li> </ul>
<p><b>Skill</b></p> <p><b>Resolve Conflict</b> Address issues to reach an agreement.</p>	<p><b>Skill Development and Training Suggestions</b></p> <ul style="list-style-type: none"> <li>During a conflict, practice listening with an open attitude. Refrain from reacting with resistance and defensiveness.</li> <li>Encourage people in a disagreement to focus on the issue rather than who is right or wrong. Restate each person's position to ensure understanding.</li> <li>Prompt each party to communicate how they perceive the situation, and listen carefully. This step will highlight previous errors in communication and set the stage for a fresh discussion.</li> <li>Encourage people in conflict to look for a solution that is acceptable to both parties, and leaves both parties feeling that they have won in some way.</li> <li>Attend trainings on listening skills, mediation or conflict resolution techniques.</li> </ul>
<p><b>Skill</b></p> <p><b>Build a Team</b> Assess and develop a group to improve performance.</p>	<p><b>Skill Development and Training Suggestions</b></p> <ul style="list-style-type: none"> <li>Build a successful team by establishing a common cause and involving everyone to give input on the team's goals.</li> <li>Join a taskforce or committee in your workplace, school or community. Use it as an opportunity to contribute to the group effort and learn about team dynamics.</li> <li>Identify each team member's strengths and challenge areas. Negotiate who will do what based on their abilities and motivation.</li> <li>Read about team dynamics to better understand the common roles that make up a well-functioning team. Identify the roles that optimize your strengths and motivation.</li> </ul>
<p><b>Skill</b></p> <p><b>Make Decisions</b> Identify options and choose a course of action.</p>	<p><b>Skill Development and Training Suggestions</b></p> <ul style="list-style-type: none"> <li>Establish clear goals for making a decision. Determine and rank the criteria needed for making the decision.</li> <li>Gather relevant information and analyze the information in relation to the criteria. Evaluate probable outcomes and implications of a decision.</li> <li>Choose the option that best meets your criteria.</li> <li>Be aware of your biases when considering the options. Enlist an objective partner to help you think critically about the situation to enhance the best outcome.</li> <li>Remember that decision-making is a process. Read and take classes to learn the steps to making effective decisions.</li> </ul>
<p><b>Skill</b></p> <p><b>Analyze</b> Study data, ideas or problems and form conclusions.</p>	<p><b>Skill Development and Training Suggestions</b></p> <ul style="list-style-type: none"> <li>Define the problem clearly, since it will govern the information that you need to gather.</li> <li>Break down the problem into its various parts to see each element clearly. Examine several possible causes to the problem. Refrain from acting on the first conclusion.</li> <li>Ask a colleagues or your manager for feedback on how they see the problem to help you study all aspects of an issue.</li> <li>Take classes in math, computer science, and logic. Do logic problems or puzzles to strengthen your analysis skills.</li> </ul>
<p><b>Skill</b></p> <p><b>Evaluate</b> Assess the value of a service, product, or an idea.</p>	<p><b>Skill Development and Training Suggestions</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>Determine the criteria and standards to use in evaluating the program, product, or service.</li> <li>Identify someone who has experience with service or product evaluation, and have them share the strategies they use with you.</li> <li>Do as much testing as possible of a new service, product, or idea. Get feedback from others.</li> </ul>

# 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.



## Kristen Strategic Skill Profile

—

Snapshot of a  
clients' most  
relevant skills

Your Top Skills	Strategies
<p><b>Dominant</b> Skills you rated as high proficiency and high importance</p> <p>Score <b>12</b></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>Relationship</b></p> <ul style="list-style-type: none"> <li>Respect Diversity</li> <li>Serve as Liaison</li> <li>Serve Clients &amp; Customers</li> <li>Counsel</li> </ul> <p><b>Analytical</b></p> <ul style="list-style-type: none"> <li>Solve Problems</li> <li>Categorize</li> </ul> <p><b>Physical/Technical</b></p> <ul style="list-style-type: none"> <li>Observe</li> </ul> </div> <div style="width: 45%;"> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>Write</li> <li>Consult</li> <li>Question/Interview</li> </ul> <p><b>Management/Leadership</b></p> <ul style="list-style-type: none"> <li>Plan/Organize</li> <li>Manage Projects</li> <li>Set Goals</li> <li>Coach</li> </ul> <p><b>Creative</b></p> <ul style="list-style-type: none"> <li>Synthesize/Integrate</li> <li>Design</li> </ul> </div> </div>	<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><b>Support</b> Skills you rated as high proficiency and moderate importance</p> <p>Score <b>9</b></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>Relationship</b></p> <ul style="list-style-type: none"> <li>Provide Care &amp; Support</li> </ul> <p><b>Physical/Technical</b></p> <ul style="list-style-type: none"> <li>Inspect/Test</li> <li>Restore/Renovate</li> </ul> </div> <div style="width: 45%;"> <p><b>Management/Leadership</b></p> <ul style="list-style-type: none"> <li>Envision</li> </ul> <p><b>Analytical</b></p> <ul style="list-style-type: none"> <li>Research</li> <li>Compute</li> </ul> </div> </div>	<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><b>High Potential</b> Skills you rated as moderate proficiency and high importance</p> <p>Score <b>8</b></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>Relationship</b></p> <ul style="list-style-type: none"> <li>Collaborate</li> <li>Resolve Conflict</li> </ul> <p><b>Analytical</b></p> <ul style="list-style-type: none"> <li>Analyze</li> <li>Evaluate</li> <li>Budget</li> <li>Forecast</li> </ul> </div> <div style="width: 45%;"> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>Negotiate</li> </ul> <p><b>Management/Leadership</b></p> <ul style="list-style-type: none"> <li>Build a Team</li> <li>Make Decisions</li> </ul> <p><b>Creative</b></p> <ul style="list-style-type: none"> <li>Conceptualize</li> <li>Brainstorm</li> <li>Use Intuition</li> </ul> <p><b>Physical/Technical</b></p> <ul style="list-style-type: none"> <li>Sketch/Draw</li> </ul> </div> </div>	<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>



# Kristen's Outcome

## **Within one year:**

- Used the language and accomplishments from Drive and coaching to communicate her contributions in a resume and interviews
- Applied for higher-level management roles in the larger organization
- Hired as a Human Resources Manager for a campus institute
- Retired 2 years later

## **Noted in her current LinkedIn Profile**

- About section: HR expert, with concentrations in talent management, HR systems and IT, legal compliance, performance management and employee relations.
- Last job: In charge of HR function for faculty, academic and staff employees. Drive HR initiatives and serve as consultant to faculty and managers. Member of leadership team.



# Q & A



# Case Study – Garret’s Profile

- Late 20’s with 7 years of work experience in education; academic advising and currently working a registrar specialist for an Extension Program
- Education: BA in Politics
- Current situation: No upward mobility, not learning much, very administrative-oriented
- Enjoys academic advising but wants to explore other options in education and business

# Garret: Pre-Meeting Reflection Exercise

## “Most Rewarding Work 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 the systems. Enjoyed serving as a knowledge source for other staff
- The faculty relied on me heavily to handle advising for the program and to make decisions about course offerings and various aspects of the program
- Created personalized graduation plans, built forms in DocuSign.
- Became a subject matter on how certificate programs are developed on both the academic and system side.



**What skill themes do you hear in Garret's rewarding experiences?**

- type in chat

## 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.

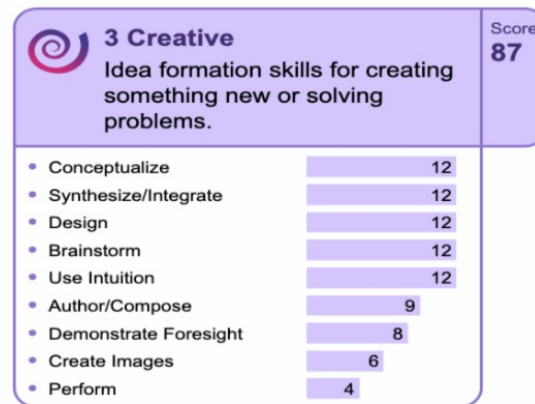
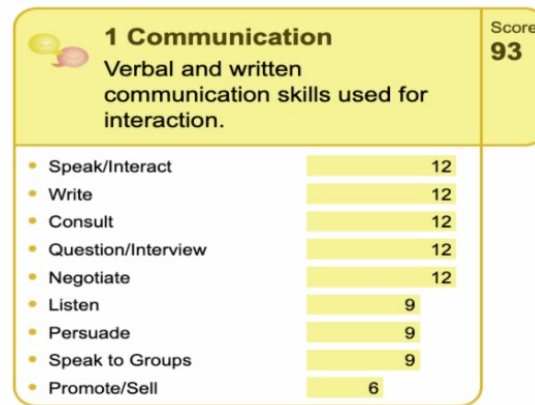


\*Scoring key below

## Garret's - Personal Skill Chart –

## Hierarchy of skills in top four categories

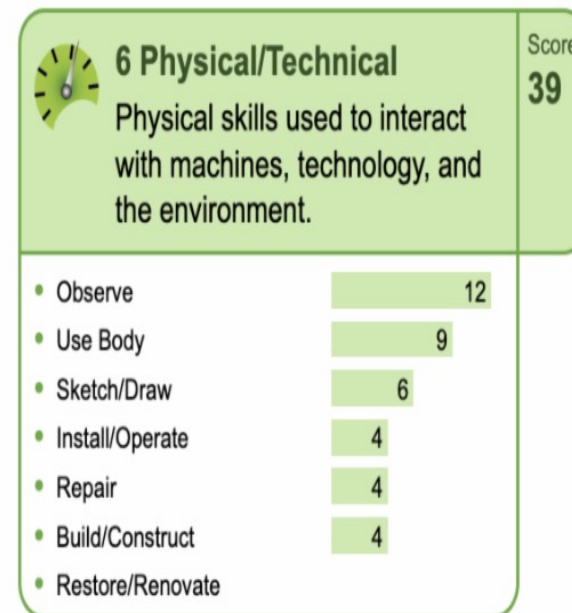
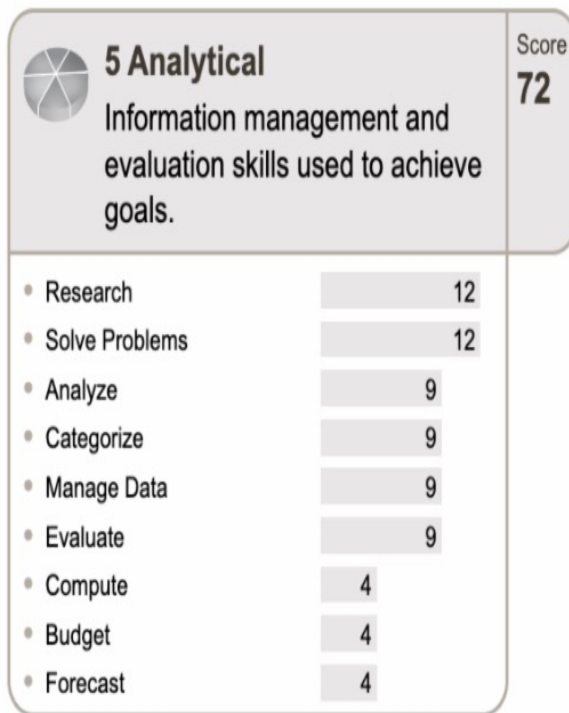
### Detail for Top 4 Skill Categories and Individual Skills



Note: Scores of 2 or lower are not included

## Lower Two Categories

### Detail for Lowest 2 Skill Categories and Individual Skills



# 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.



## Garret’s - Skill Set Portfolio

### Sub-grouping of skills from top categories.

Labels highlight and validate core strengths

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

# Garret's Career Guide Snapshot - Career options organized by top skill sets

## 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

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"> <li>• Brand Consulting</li> <li>• Counseling &amp; Guidance</li> <li>• Investment Management</li> <li>• Lawyer</li> <li>• Media Buying</li> <li>• Political Consulting</li> </ul>	<ul style="list-style-type: none"> <li>• Business Administration</li> <li>• Communications</li> <li>• English/Rhetoric</li> <li>• Marketing Management</li> <li>• Pre-Law</li> <li>• Psychology</li> </ul>
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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"> <li>• Corporate Communications</li> <li>• Curriculum Developer</li> <li>• Affirmative Action Officer</li> <li>• Medical Assisting</li> <li>• Social Work</li> <li>• Tour Leader</li> </ul>	<ul style="list-style-type: none"> <li>• Business Administration</li> <li>• Educational Technology</li> <li>• English</li> <li>• Health Sciences</li> <li>• Psychology</li> <li>• Tourism &amp; Travel Management</li> </ul>
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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"> <li>• Emergency Management</li> <li>• Event Management</li> <li>• Facilities Management</li> <li>• Student Services</li> <li>• Volunteer Coordination</li> </ul>	<ul style="list-style-type: none"> <li>• Business Administration</li> <li>• Construction Management</li> <li>• Operations Management</li> <li>• Health Education</li> <li>• Psychology</li> </ul>
<a href="#">Expanded Guide &gt;</a>		

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"> <li>• Architects</li> <li>• Brand Management</li> <li>• Curriculum Development</li> <li>• Historical Restoration</li> <li>• Strategic Planning</li> </ul>	<ul style="list-style-type: none"> <li>• Business Administration</li> <li>• Design &amp; Visual Communication</li> <li>• Educational Technology</li> <li>• Media Arts &amp; Animation</li> <li>• Teacher Education</li> </ul>
<a href="#">Expanded Guide &gt;</a>		

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"> <li>• Advertising</li> <li>• Fashion Design</li> <li>• Landscape Marketing</li> <li>• Photographer</li> <li>• Program Development</li> <li>• Teaching</li> </ul>	<ul style="list-style-type: none"> <li>• Art &amp; Music Therapy</li> <li>• Business Administration</li> <li>• Design &amp; Visual Communications</li> <li>• Media Arts and Animation</li> <li>• Psychology</li> </ul>
<a href="#">Expanded Guide &gt;</a>		

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"> <li>• Business Analyst</li> <li>• Geneticist</li> <li>• Management Analyst</li> <li>• Investigator</li> <li>• Medical Equipment Operation</li> <li>• Quality Control</li> </ul>	<ul style="list-style-type: none"> <li>• Biological Sciences</li> <li>• Computer-Aided Drafting</li> <li>• Computer Science</li> <li>• Criminal Justice</li> <li>• Engineering Technology</li> <li>• Operations Management</li> </ul>
<a href="#">Expanded Guide &gt;</a>		

## 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

Garret's

## Expanded Guides – Career Options by Skill Set

Provides direct links to O\*Net

### Core Communication – Sampling of Career Options

#### Business & Finance

- 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

- 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

- 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

- Health Education [↗](#)
- Healthcare Support; Medical, Dental, Optometric Assisting, etc. [↗](#)
- Information Management [↗](#)
- Patient/Member Services [↗](#)
- Mental Health Support [↗](#)
- Nursing [↗](#)
- Rehabilitation [↗](#)

#### Human & Community Services & Non-profits

- Case Management [↗](#)
- Career & Personal Counseling [↗](#)
- Clergy/Ministry [↗](#)
- Community Outreach & Advocacy [↗](#)
- Grantwriting/Fundraising [↗](#)
- Social Work [↗](#)
- Vocational Rehabilitation [↗](#)

#### Hospitality and Tourism

- Tour Planning & Leadership [↗](#)
- Transportation Attendants; Flight Attendants [↗](#)



# Garret's Next Steps

## **Short Term:**

**Explore** - Functional Consultant Role for PeopleSoft (informational interview).

- Many of his skills are transferable from educational advising, training colleagues, and technology knowledge and but for an organization that sells systems to colleges.

## **Longer Term:**

### **Research Additional Education Paths**

- Educational Technology
- Project Management Certification
- User Interface Design (UX)

## **Other**

- Various Career Paths in Student Services that require a master's degree



# Q & A

# Case Study – Sheryl’s Background

- Currently not working, married with two young children under age five at home
- Educ: BA in Psychology
- Work Experience: Nine years of experience in education; instructional aide, research assistant and behavior therapist working with special needs children
- Current situation: Wants a well-paying career with a flexible schedule, that is low stress to complement husband’s project-based income
- Is exploring dental hygienist option but would have many pre-requisites
- Counseling goal: identify and explore other options

# Sheryl - Most Rewarding Work Experiences

- Trained new staff members; I loved sharing and explaining methods that we used to teach the kids
- Built trust with a reluctant parent. Showed her the value of the techniques we used and taught her to implement them. Felt I was making a difference.
- Worked with other summer camp staff members to come-up with a compelling curriculum to keep the kids engaged.
- As a behavior therapist I enjoyed the problem-solving; figuring out the function of the behavior and creative ways to meet their needs in an appropriate way.



**What skill themes do you hear in Sheryl's rewarding experiences?**

- type in chat



## Personal Skill Chart

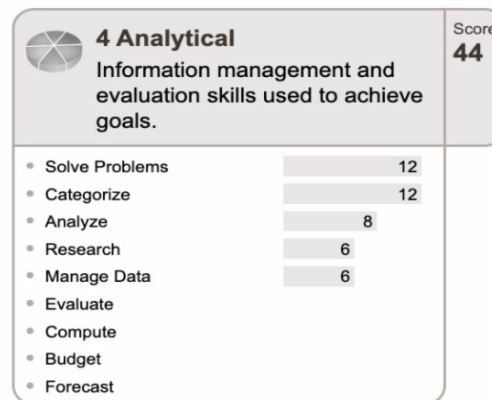
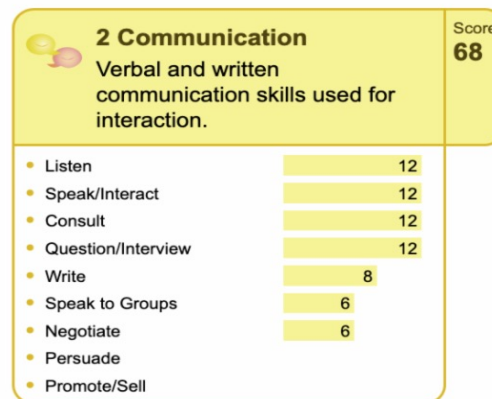
The chart displays your skill results in the six skill categories in order of the highest score to the lowest score. Category scores are the sum of the individual skill scores. Within each category, individual skills are listed by the ratings you gave on proficiency and importance levels.



\*Scoring key below

## Sheryl's Personal Skill Profile

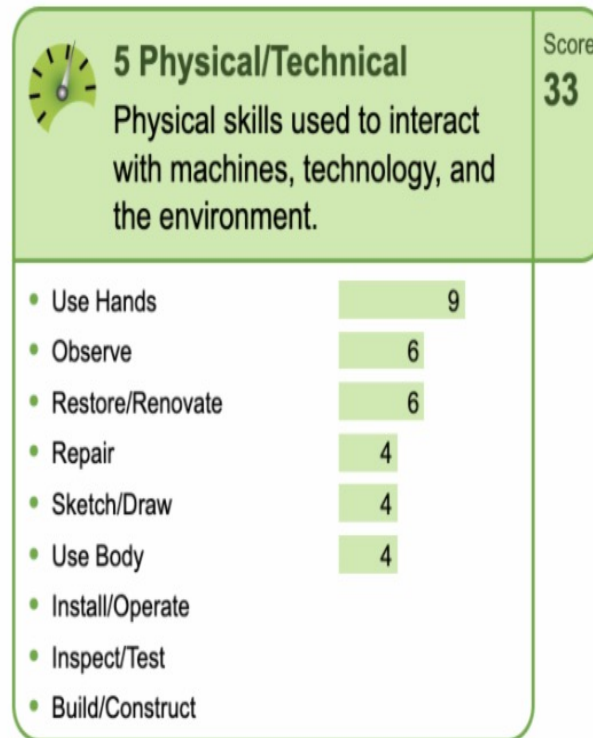
### Detail for Top 4 Skill Categories and Individual Skills



Note: Scores of 2 or lower are not included

## Sheryl's Lowest Two Categories

### Detail for Lowest 2 Skill Categories and Individual Skills



# 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.



## Sheryl's Skill Set Portfolio

Skill Set Themes	Your Skill Sets	Skill Category
<b>Core Relationship</b> Enjoy developing and maintaining positive working relationships with individuals and groups.	12  • Collaborate 12  • Respect Diversity 8  • Resolve Conflict	<b>Relationship</b> Interpersonal skills to work effectively with individuals and groups.
<b>Counsel/ Teach</b> Value educating, developing and guiding people to reach personal and professional goals.	9  • Train/Instruct 8  • Counsel 6  • Facilitate Groups	
<b>Core Communication</b> Like interacting and exchanging information with people to enhance understanding.	12  • Listen 12  • Speak/Interact 8  • Write	<b>Communication</b> Verbal and written communication skills used for interaction.
<b>Consultation</b> Value collaborating with others to identify problems and develop effective solutions.	12  • Consult 12  • Question/Interview 6  • Negotiate	
<b>Facilitative Management</b> Enjoy engaging and motivating individuals and groups to attain goals.	12  • Coach 6  • Build a Team 6  • Set Goals	<b>Management/Leadership</b> Organizational, facilitative, and leadership skills used to accomplish goals.
<b>Analysis/Problem Solving</b> Value gathering and analyzing data to solve problems and achieve objectives.	12  • Solve Problems 8  • Analyze 6  • Research	<b>Analytical</b> Information management and evaluation skills used to achieve goals.




# Sheryl's Career Guide – Expanded Guide



## 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



### Counsel/ Teach

Value educating, developing and guiding people to reach personal and professional goals.

9	• Train/Instruct
8	• Counsel
6	• Facilitate Groups

## Counsel/ Teach – Sampling of Career Options

<p><b>Business &amp; Finance</b></p> <ul style="list-style-type: none"> <li>• Business &amp; Executive Coaching </li> <li>• Customer Service &amp; Support </li> <li>• Diversity Management </li> <li>• Financial Planning </li> <li>• Human Resources; Employee Relations; Training &amp; Development </li> <li>• Leadership Development </li> <li>• Product Training &amp; Support </li> <li>• Organizational Change &amp; Management </li> </ul>	<p><b>Education, Training &amp; Library</b></p> <ul style="list-style-type: none"> <li>• Admissions &amp; Academic Advising </li> <li>• Adult Education </li> <li>• Counseling &amp; Guidance </li> <li>• Early Childhood Education </li> <li>• Residential Advising </li> <li>• Special Education </li> <li>• Speech &amp; Language Clinicians </li> <li>• Teaching (primary school, secondary, technical, college) </li> <li>• Vocational Education </li> <li>• Youth Development Programs </li> </ul>	<p><b>Government, Law &amp; Public Services</b></p> <ul style="list-style-type: none"> <li>• Affirmative Action Officers </li> <li>• Consumer Credit, Employment &amp; Housing Counseling </li> <li>• Legislators </li> <li>• Legal Services; Adoptions, Family law </li> <li>• Mediation </li> <li>• Probation/Corrections </li> <li>• Social Service Workers </li> <li>• Vocational Rehabilitation </li> </ul>
<p><b>Health Science, Support &amp; Medicine</b></p> <ul style="list-style-type: none"> <li>• Athletic &amp; Sports Coaching &amp; Training </li> <li>• Fitness Instructors </li> <li>• Genetic Counseling </li> <li>• Geriatrics </li> <li>• Health Education </li> <li>• Mental Health &amp; Substance Abuse Workers </li> <li>• Therapeutic Services; Nutrition, Physical, Occupational &amp; Speech Therapy </li> <li>• Rehabilitation Services </li> <li>• Volunteer Management </li> </ul>	<p><b>Human &amp; Community Services &amp; Non-profits</b></p> <ul style="list-style-type: none"> <li>• Art &amp; Music Therapists </li> <li>• Case Management </li> <li>• Childcare Services </li> <li>• Career &amp; Personal Counseling </li> <li>• Clergy; Pastoral Counseling </li> <li>• Clinical Psychologists </li> <li>• Eldercare Services </li> <li>• Financial Planning &amp; Counseling </li> <li>• Marriage &amp; Family Therapists </li> <li>• Mental Health &amp; Substance Abuse Counseling </li> <li>• Social Work </li> <li>• Volunteer Management </li> </ul>	

# Sheryl's Next Steps

**Eliminated:** Dental Hygiene

**Explore:** Check out positions in the local school districts; talk to former colleagues and professors

- Set up search agents on [Indeed.com](https://www.indeed.com) and [SimplyHired.com](https://www.simplyhired.com)

**Research:**

Master Degree programs or courses (online) until both kids are in school

- Speech Therapist
- School Psychologist
- Program Specialist (Special Education)



# Q & A

# Scoring Key

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

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

# Reflection Questions for Transitioners



- When did you feel most successful in a job? When least successful? What made you feel successful?
- Describe your background; explain transitions, likes and dislikes.
- For each of your jobs, rank your preferred job roles and describe what was most enjoyable.
- What skills have you used in the past? Which were most enjoyable, which were not?
- Brainstorm your favorite work accomplishments. Select 5 and write about what you did, the parts that were enjoyable and the outcome.

## Other Prework to Provide a Fuller Picture of Client Skills and Motivations

- Use various exercises from the SkillScan Learning Center such as Holland's Interest exercise, Values Assessment, Ideal Work Environment, etc.

# Combined Approach: Use a Reflection Exercise and Drive to Guide the Conversation

## Expected Outcomes:

---

- Reflection Exercise: Reveals patterns of preferences and strengths from rewarding work experiences. Validates skills on the Drive report.
- Discussion of other skills and Skill Sets on the Drive report leads to new discoveries of their preferences and strengths.
- New insights generated: “I am more creative than I thought”, “I really enjoy building a team to achieve our team goals”, “I enjoy solving complex problems where I can make an impact”.
- The combined approach clarifies the client’s true capabilities and preferences which enables them to take ownership of their and increases confidence.





# Q & A

# Skills-Focused Model

*“It’s important to know one’s greatest strengths and preferences at all stages.”*

