

Coach Insights



Employee Career Development: Identify Transferable Skills to Enhance Career Mobility

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This Article is Based on a SkillScan Workshop Delivered at UC Berkeley Professional Development Conference – July 2019

Career development is more than a one day a year event, but spending a day devoted to career issues is a great place to begin – or continue – the career development process. The UC Berkeley Next Opportunity at Work (NOW) Conference was developed to meet the changing needs of employees who are seeking new job opportunities, promotions and increased engagement.

A One-Hour Workshop Focused on Career Development

At the NOW Conference, SkillScan developer Lesah Beckhusen presented a one-hour workshop for over 70 employees to help them identify their transferable skills using the SkillScan card sort and workbook. Their results were directly applied to career development goals: enriching their current job, evaluating the next career move, exploring advancement opportunities and articulating their skills in resumes and interviews.

A 4-Step Workshop Process for the Employees

- 1 – First they listed their favorite job tasks and accomplishments
- 2 – Following a 20-minute quick sort, they identified and organized a profile of their top transferable skills and mapped their skills to Skill Sets and competencies using a Skill Wheel
- 3 – Next, they reviewed their lists of tasks and accomplishments and mapped their top skills to their favorite jobs and accomplishments
- 4 – Finally, they reflected upon their results and set action steps to optimize their skills based on their career development goals,

Resume Development

In addition to the 4-step process, employees were introduced to a case study on how to analyze a job description and use a hybrid resume to highlight and target their unique skills, competencies and contributions to new roles.

Feedback from Workshop Participants

“I think the workshop worked so well because of the agility in the sorting exercise – doing a quick sort and then taking a photo versus full reporting in the worksheet. Also, the brief reflection exercise of reviewing preferred skills relative to one's current role and tasks/accomplishments really was a great connector for participants.”

“It helped me differentiate between the skills that come naturally to me and the ones that I most enjoy doing, which aren't always one and the same. This also provided perspective on

why some aspects of my job may be really fulfilling but others might be frustrating. The session also inspired me to work more on my professional development.”

“I found the skill cards and skill wheel to be very helpful. While most people have a good idea of their strengths/weaknesses and what they'd like to develop in the future, the exercise helped me to focus on what's important to me, what I enjoy, and what I can continue to develop in the future.”

Summary

The NOW Conference is so popular that attendees are chosen via a lottery system and only a small fraction of employees are selected to attend. The main insight for those attending the SkillScan workshop was an evolving sense of how transferable skills can benefit career progression as well the importance of thinking about career development in an ongoing way.

Nancy Donovan – Mini-Bio

Nancy Donovan, M.A., is an event planner at Berkeley Law. She has personal interest and focus on diversity and professional development for staff. Her M.A. degree is from JFK University in Career Development and Career Counseling.