



Get Your Hands on Advance Pack 2.0

Bring a Tactile Assessment Tool to Your Coaching



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Workshop Objectives



Takeaways:

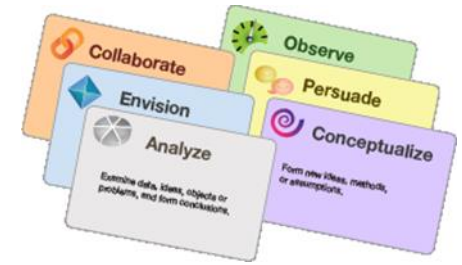
- Learn how administer Advance Pack 2.0 - a hands-on tool to assess clients' transferable skills
- Deepen client understanding of core preferences by integrating skill results with Holland Interests to enhance personal clarity
- How to adapt the sort for a shorter time period
- Mini-case study – demonstrate the role of skills and interests in exploring career options and developing strengths
- Gain tips and resources on using and applying Advance Pack 2.0

Poll

What percentage of your coaching sessions are in-person vs. virtual?

- More than 50% in-person
- 50/50
- More than 50% virtual

Card Sort Versus Online Assessment



Advance Pack Card Sort

- Coach-directed
- Optimizes kinesthetic, visual/verbal, reading and writing learning styles
- Engages client through tactile movement, decision-making, and verbal interaction with coach
- Client builds a report to apply results to career goals; exploration, development and self-marketing
- Time: 25 to 50 minutes

Online Assessment

- Self-directed
- Optimizes visual and reading learning styles
- Automated report
- Process results in meeting with the coach
- Robust report with extensive information including career options with links to O*NET Online, and suggested development activities and next step resources
- Time: 20 min

Skills Assessment - Common Client Needs



College Students

- Feel they don't have many skills due to limited work experience
- Encouraged to select a major
- Lack awareness of the connection between skills, majors and career options
- Limited knowledge of careers

Life Context

- Wants/needs/expectations of self/others
- Demands on time: classes, work, extracurricular
- Complexity of the work world

Adults In Transition

- Have work experience to inform career options but unaware of careers that use their transferable skills
- Confuse skills that are highly proficient with those they enjoy
- Uncertainty about the type of change needed or desired

Life Context

- Financial obligations
- Wants/needs/expectations of self/others
- Career/life balance

Poll

What is your level of experience using the SkillScan physical card sort with clients?

- None – Never used before
- Low – Used a few times
- Moderate – Used several times
- High – Used frequently

The SkillScan Framework



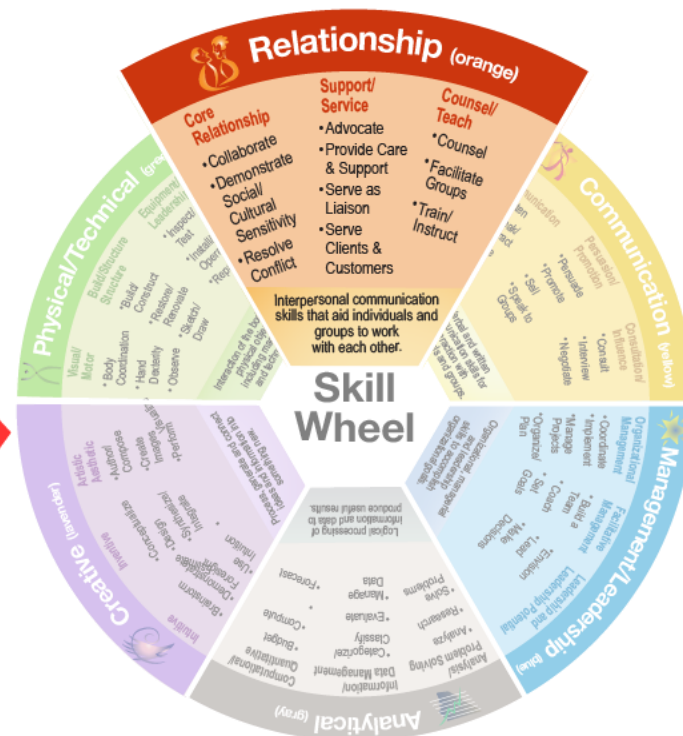
6 Skill Categories

- Categories are broad areas of strength
- Each category includes 10 skills
- Advance Pack includes 60 individual skills



18 Skill Sets

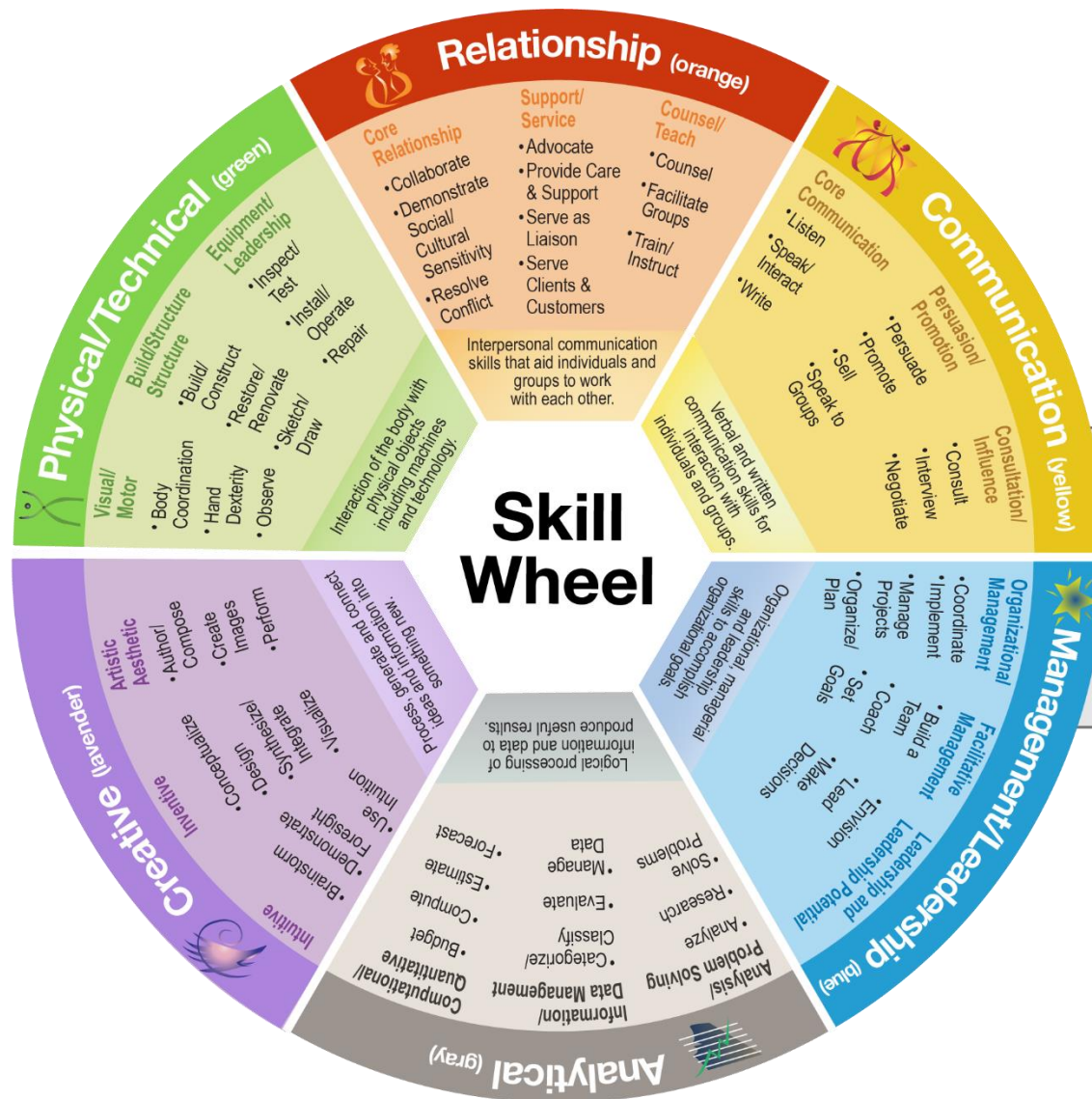
- The 60 Skills are clustered into Skill Sets
- Skill Sets are specific areas of strength



3 Skill Sets per Category

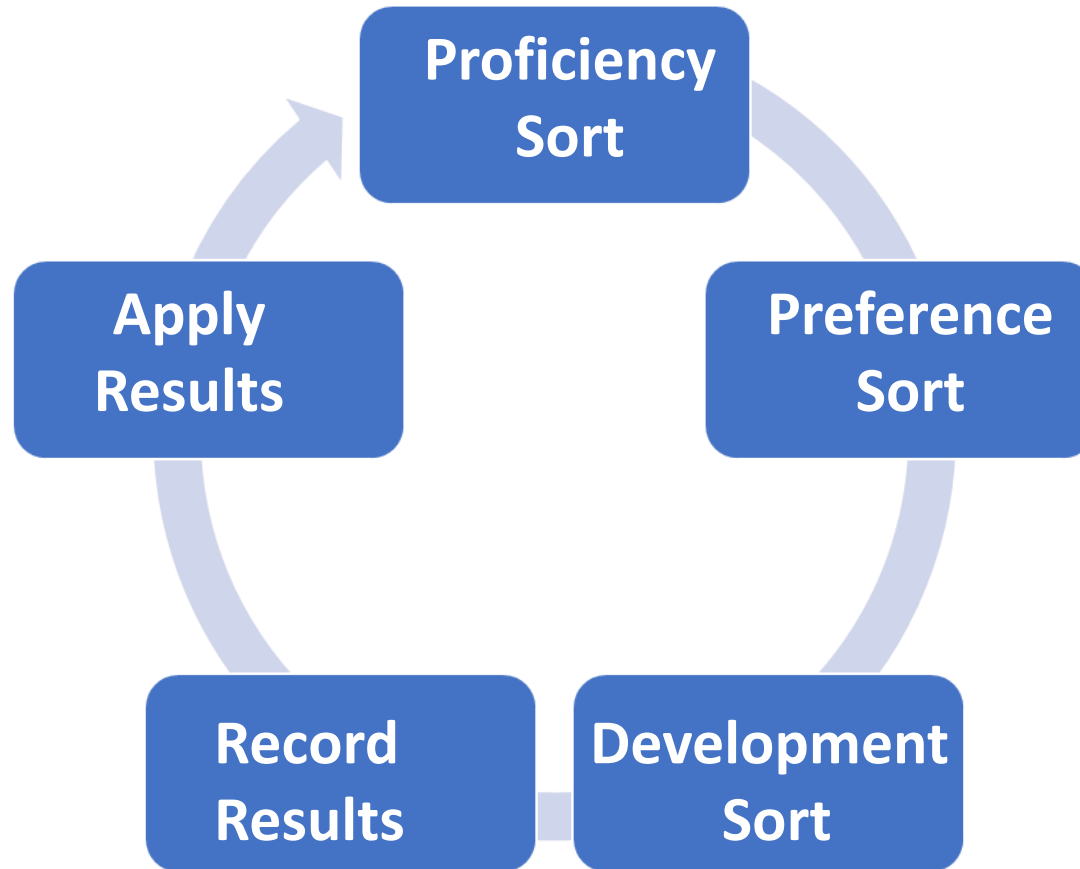
- There are a total of 18 Skill Sets
- Each Category consists of 3 Skill Sets

The Skill Wheel



The Skill Wheel provides a comprehensive picture of how the 60 skills make up the whole.

Five Step Administration Process



Sorting Process Steps

PART A: Sort Skill Cards

Step 1: Sort by ***Proficiency***

Step 2: Sort by ***Preference***

Step 3: Identify Future
Skill Development

PART B:

Record and Review
Your Results

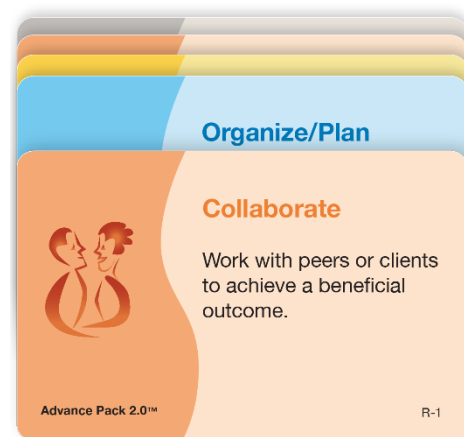
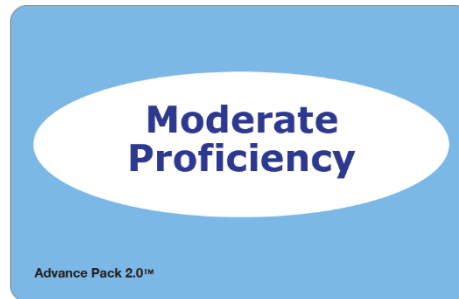
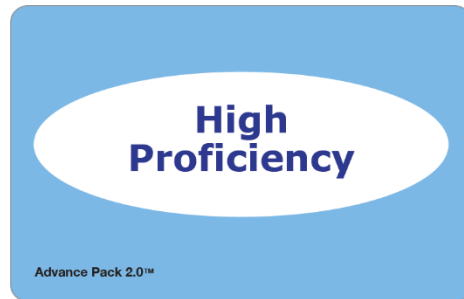
Apply Your Results

Intuitive-based Assessment

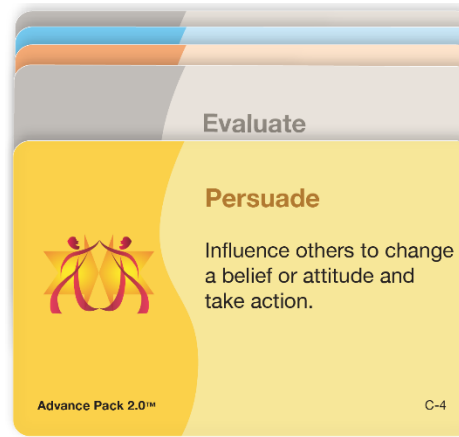
Mindset

- Work quickly – trust first reaction
 - Focus on the skill itself – not the context
- If you get stuck on a card – put at bottom and keep sorting
 - Let go of achieving any particular results

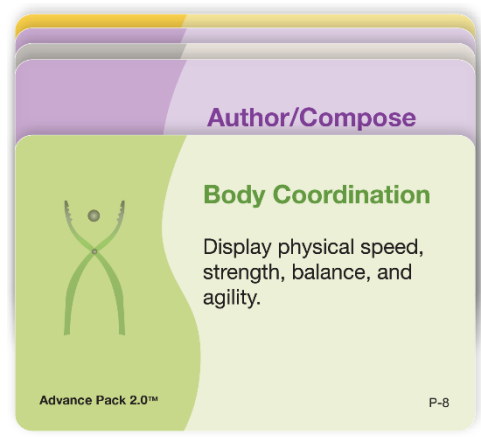
STEP 1: Sort into 3 stacks by Proficiency



High Proficiency:
Substantial experience
using the skill

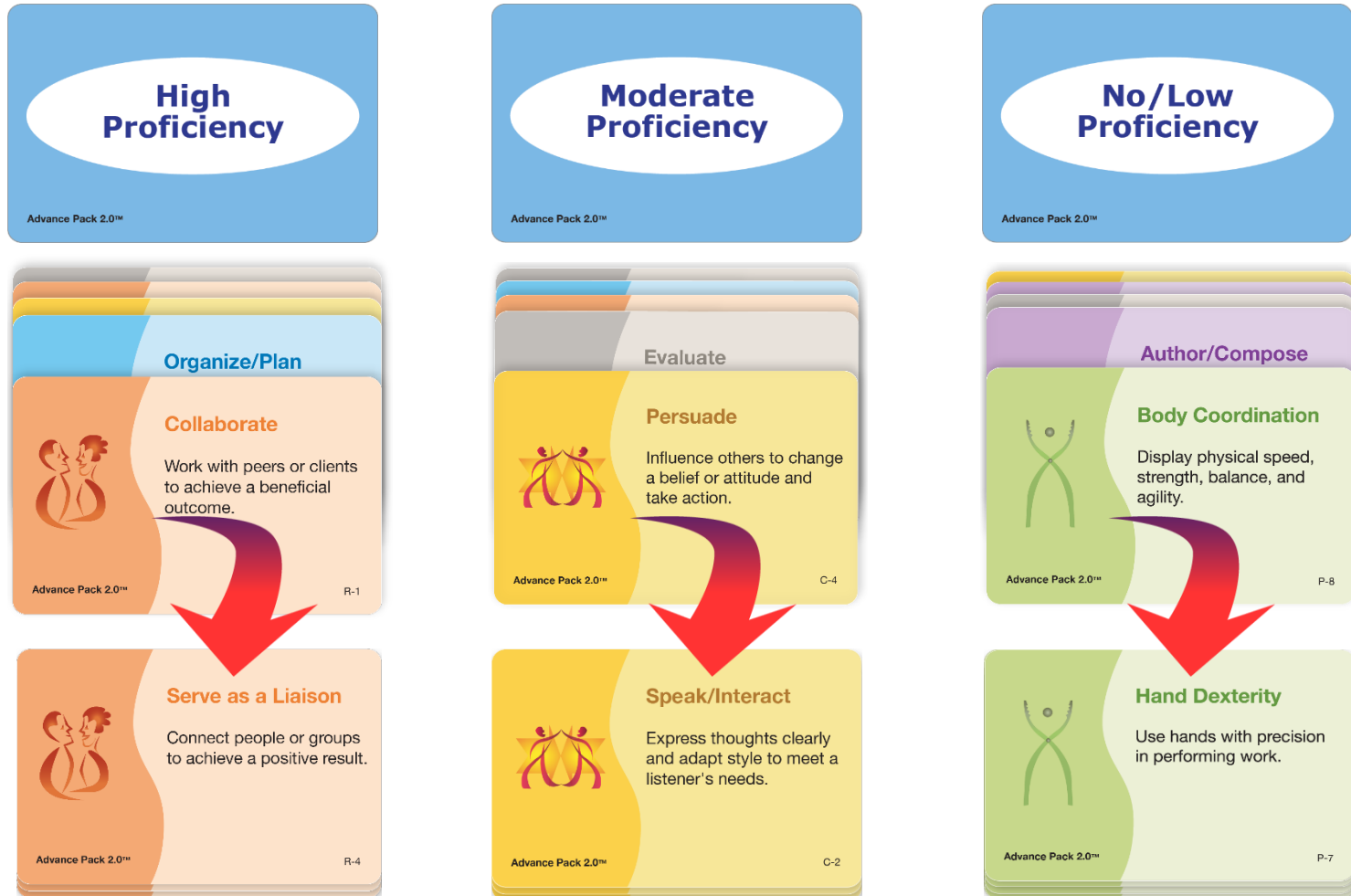


Moderate Proficiency:
Some experience
in using the skill
(work, hobbies, etc.)

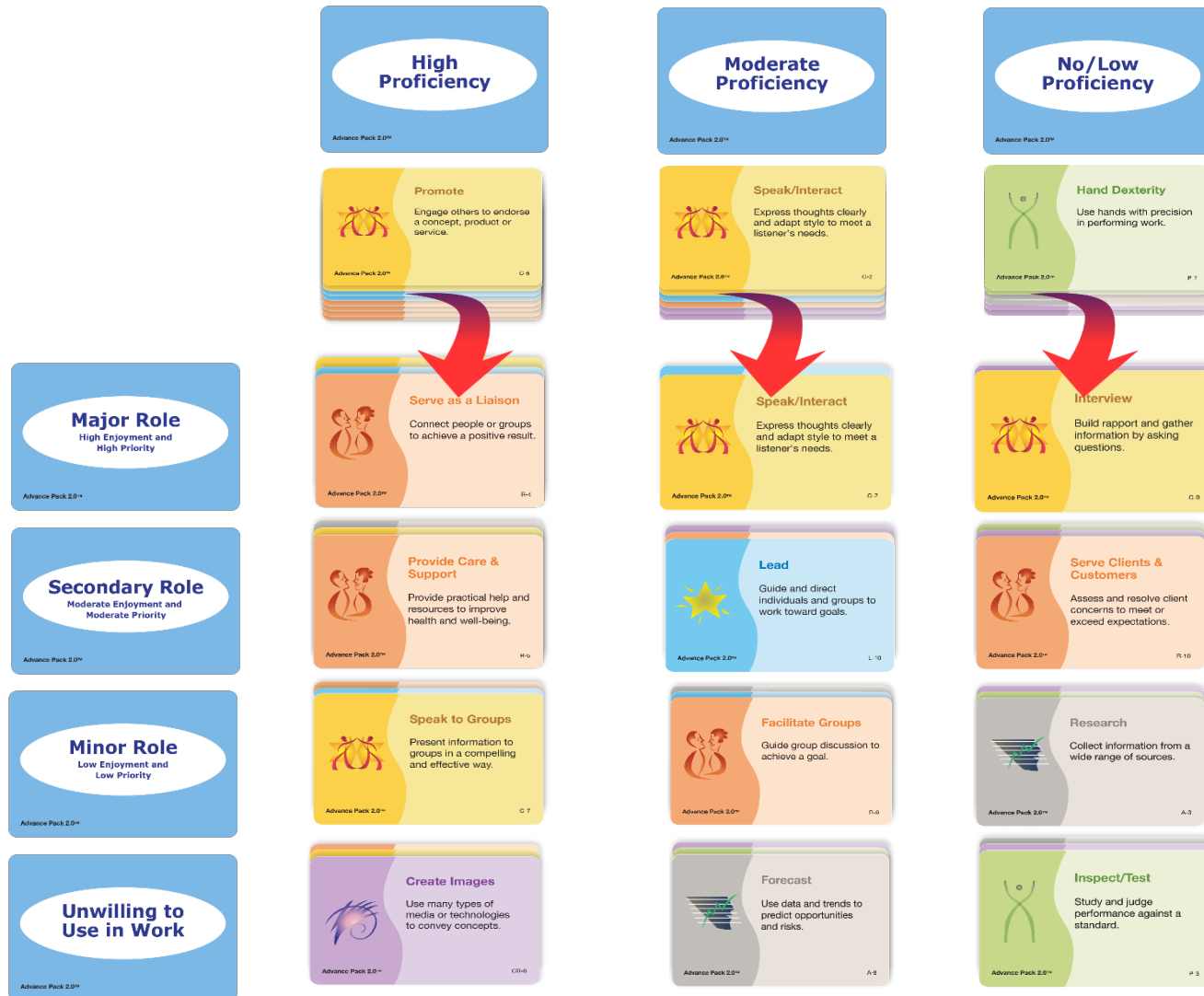


No/Low Proficiency:
Little or no experience
using the skill

Step 2: Subsort each stack by **Color**



STEP 3: Sort cards by Preference



STEP 4: Identify future Skill Development





Q & A

PART A:
Sort
Skill Cards

Step 1: Sort by ***Proficiency***

Step 2: Sort by ***Preference***

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Apply Your Results

Record your skill results on the Personal Skill Profile

Section 1 Personal Skill Profile – summarizes your preferred Moderate and High Proficiency skills to provide you with a comprehensive picture of your abilities and strengths in 6 skill categories.

- Record your Major, Secondary and Minor Role skills for each skill category in the corresponding category boxes.

	Category: Relationship (orange)	Category: Communication (yellow)	Category: Management/Leadership (blue)	Category: Physical/Technical (green)	Category: Creative (lavender)	Category: Analytical (gray)
	High Proficiency	Moderate Proficiency	High Proficiency	Moderate Proficiency	High Proficiency	Moderate Proficiency
Major Role						
Secondary Role						
Minor Role						
Major Role						
Secondary Role						
Minor Role						
Major Role						
Secondary Role						
Minor Role						
Major Role						
Secondary Role						
Minor Role						

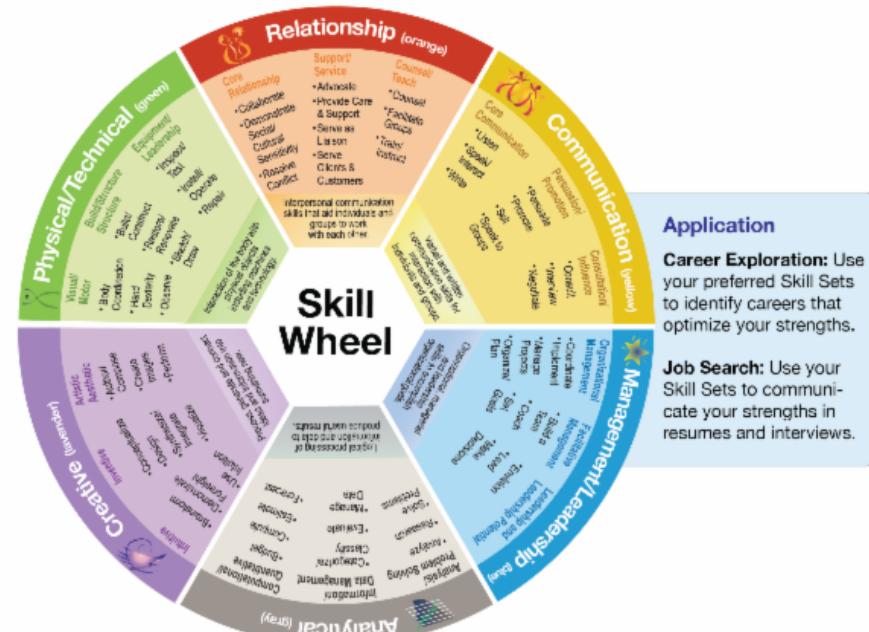
Section 2 Skill Summary – highlights the strengths you “prefer” to use in your work.

- From the Personal Skill Profile, identify your favorite skill category. Select the skill category with the skills you most enjoy using, not by the number of skills in the category. Write this category title in Section 1.
- List your 2nd, 3rd and 4th favorite skill categories in the corresponding boxes.
- Under each favorite skill category, list 4 – 6 favorite skills.

1	2
3	4

Section 3 Skill Wheel

The Wheel organizes the 60 skills into 18 Skill Sets. Skill Sets are skills that are frequently used together to perform tasks and work functions. On the Wheel, place a check mark next to those skills from your Major and Secondary Role Category boxes from Section 1. Circle your top 4 preferred Skill Sets. To see the full range of your Skill Sets, place a second check mark next to those skills from your Major and Secondary Role Category boxes from Section 1. Circle your top 4 preferred Skill Sets.



Section 1: Personal Skill Profile

Record your results in the color-coded boxes on the
Personal Skill Profile – Section 1

Example

Start with your orange (relationship) cards

High Proficiency
Advance Pack 2.0**

Moderate Proficiency
Advance Pack 2.0**

No/Low Proficiency
Advance Pack 2.0**

Major Role
High Enjoyment and High Priority
Advance Pack 2.0**

Serve as a Liaison
Connect people or groups to achieve a positive result.
Advance Pack 2.0**


Secondary Role
Moderate Enjoyment and Moderate Priority
Advance Pack 2.0**

Provide Care & Support
Provide practical help and resources to improve health and well-being.
Advance Pack 2.0**

Minor Role
Low Enjoyment and Low Priority
Advance Pack 2.0**

Advocate
Support or argue to promote a cause or policy.
Advance Pack 2.0**

Unwilling to Use in Work
Advance Pack 2.0**

 **Category: Relationship (orange)**

High Proficiency **Moderate Proficiency**

Major Role

serve as a liason

Secondary Role

provide care & support

Minor Role

advocate

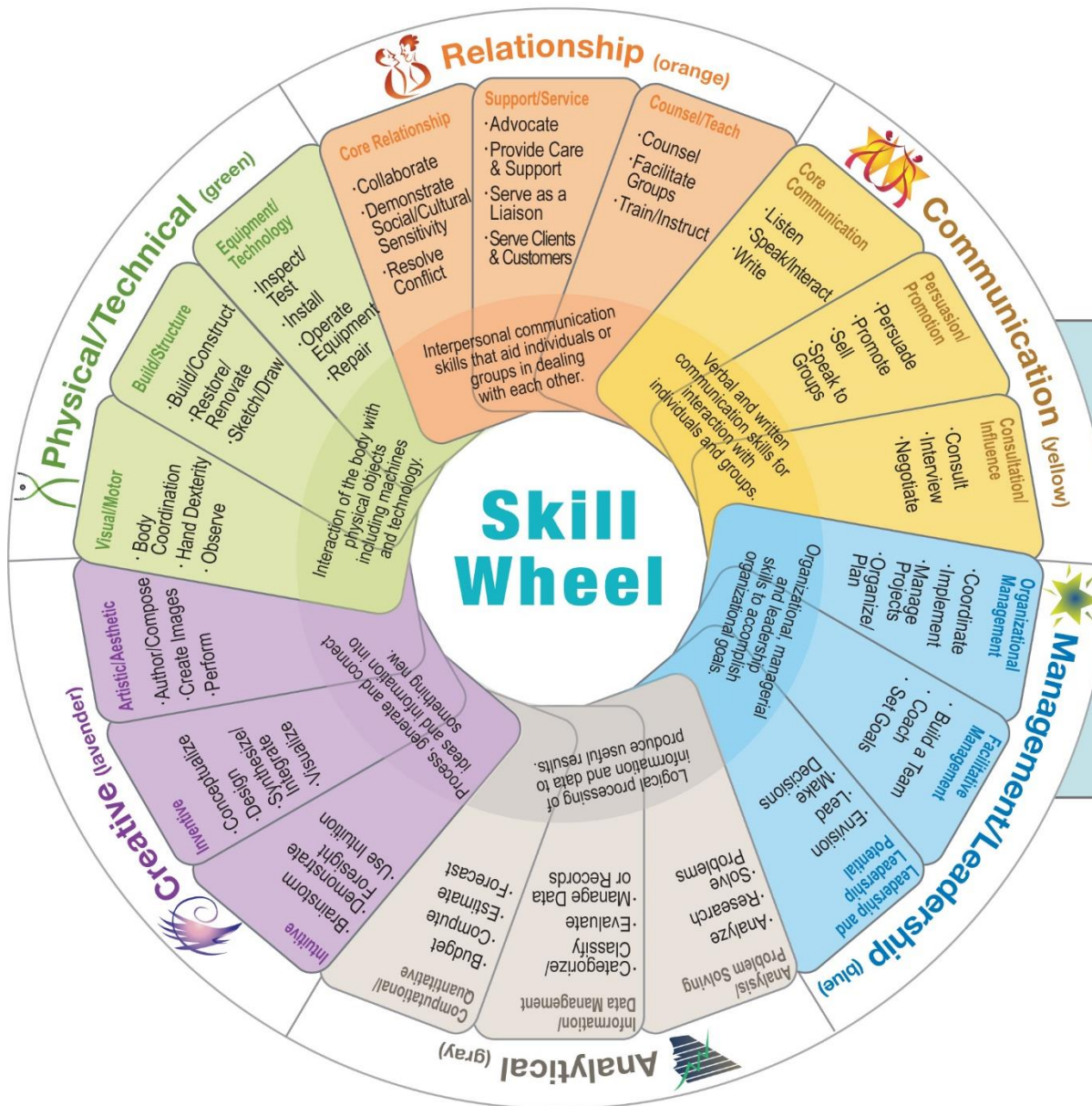
Section 2: Skill Summary

Select and list your top four favorite categories by preferred order and then list 4-6 preferred skills under each.

Example

1 Communication persuade consult interview	_____	_____	2 Analytical solve problems evaluate analyze	_____	_____
3 Relationship facilitate groups advocate counsel	_____	_____	4 Creative design conceptualize brainstorm	_____	_____

Section 3: Personalize your Skill Wheel









Application

Career Exploration: Use your preferred Skill Sets to identify careers that optimize your strengths.

Job Search: Use your Skill Sets to communicate your strengths in resumes and interviews.

Section 4 Skill Development

From your No/Low Proficiency stack, record the skills you wish to develop to enhance your options.

 Relationship (orange)		
 Communication (yellow)		
 Management/Leadership (blue)		
 Analytical (gray)		
 Creative (lavender)		
 Physical/Technical (green)		

Section 5 Unwilling to Use in Work

Record the skills you are Unwilling to Use in Work. Use of these skills may lead to job dissatisfaction or "burnout".

Section 6 Connecting Skills to Preferred Activities (Optional)

List 6 - 8 of your preferred skills from your Skill Summary (Section 2). For each skill, write down ways you have used these skills from paid and non-paid work, hobbies and extracurricular activities. Use this information in career exploration to identify careers that align with your skills. In the job search, use these activities to develop accomplishments for your resume and selling points for the interview.

Skill	Examples of ways I have used these skills (work, college, volunteer. etc.)

Practical Application

Assess: Recall and write about life and work experiences that utilized your favorite skills. This will help to validate your skills and personal preferences.

Explore: Use your Skill Summary and Skill Sets to target and explore positions that capitalize on your core strengths.

Develop: Create a plan to build those skills that can further your development and increase your marketability.

Promote: Use the skill language to market your skills in resumes, cover letters and interviews.

Section 4: Skill Development




Record the skills you wish to develop
(from **No/Low Proficiency**)





Section 5: Unwilling to use in work (Optional)

Record the skills you are Unwilling to Use in Work. Use of these skills may lead to job dissatisfaction or “burnout”.

Unwilling to Use in Work
Advance Pack 2.0™

**Create Images**
Use many types of media or technologies to convey concepts.
Advance Pack 2.0™ CR-8

**Forecast**
Use data and trends to predict opportunities and risks.
Advance Pack 2.0™ A-8

**Inspect/Test**
Study and judge performance against a standard.
Advance Pack 2.0™ P-3

Section 6: Connecting Skills to Activities

List 6 - 8 of your preferred skills from your Skill Summary (Section 2). For each skill, write down ways you have used these skills from paid and non-paid work, hobbies and extracurricular activities.

Skill	Examples of ways I have used these skills (work, college, volunteer. etc.)

PART A:
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Apply Your Results



Summary of Results

Assessment Report – produces a comprehensive and hierarchical picture of skill results

Skill Summary

- Highlights major role skills that are most enjoyable - “narrows the focus” for career exploration
- Provides skill language for evaluating careers and communicating skills in resumes

Skill Wheel – Shows clusters of skills that demonstrate specific strengths

Skill Development

- Indicates low proficiency skills for development

Connect Skills to Experiences – Validates their skills through paid and non-paid activities

Skill Sets (Skill Wheel)



Skill Wheel organizes the 60 skills in 18 Skill sets (3 per category)

- Skill Sets are sub-sets of skills within a category (skills often used together to perform key functions)
- Indicates a specific strength within a broader category
- Skill Sets help in identifying career options and skill development activities
- <https://www.skillscan.com/sites/default/files/chart-of-skill-sets.pdf>
- <https://www.skillscan.com/sites/default/files/skill-sets-suggested-career-options.pdf>
- Useful in evaluating position requirements for self-marketing; resume development, interviewing



Career Exploration

Use Skill Sets and Interests to Generate Career Options

Discuss the tentative options the client is considering and discuss alignment with their preferred skills

Identify your client's top 3-4 Skill Sets and connect potential career options

Resources in the [Learning Center](#)

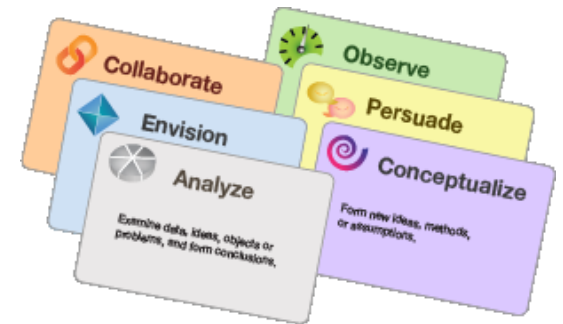
[Chart of Skill Sets](#) and a sampling of career options

[Additional Career Options](#) – a fuller list of career options by Skill Sets.



Q & A

Quick Sort



Option 1 – Individual sorts skill cards into one of the two categories:

Yes

Some proficiency and
want to use in work

No

No/low proficiency and
don't want to use in work

Option 2 – Individual selects the skills they enjoy using (no concern for proficiency). Group skills by color and prioritize the top 4 categories. Record the results onto a matrix/table.

Advance Pack Quick Sort - Skill Summary

Orange = Relationship

Gray = Analytical

Yellow = Communication

Lavender = Creative

Blue = Management/Leadership

Green = Physical/Technical

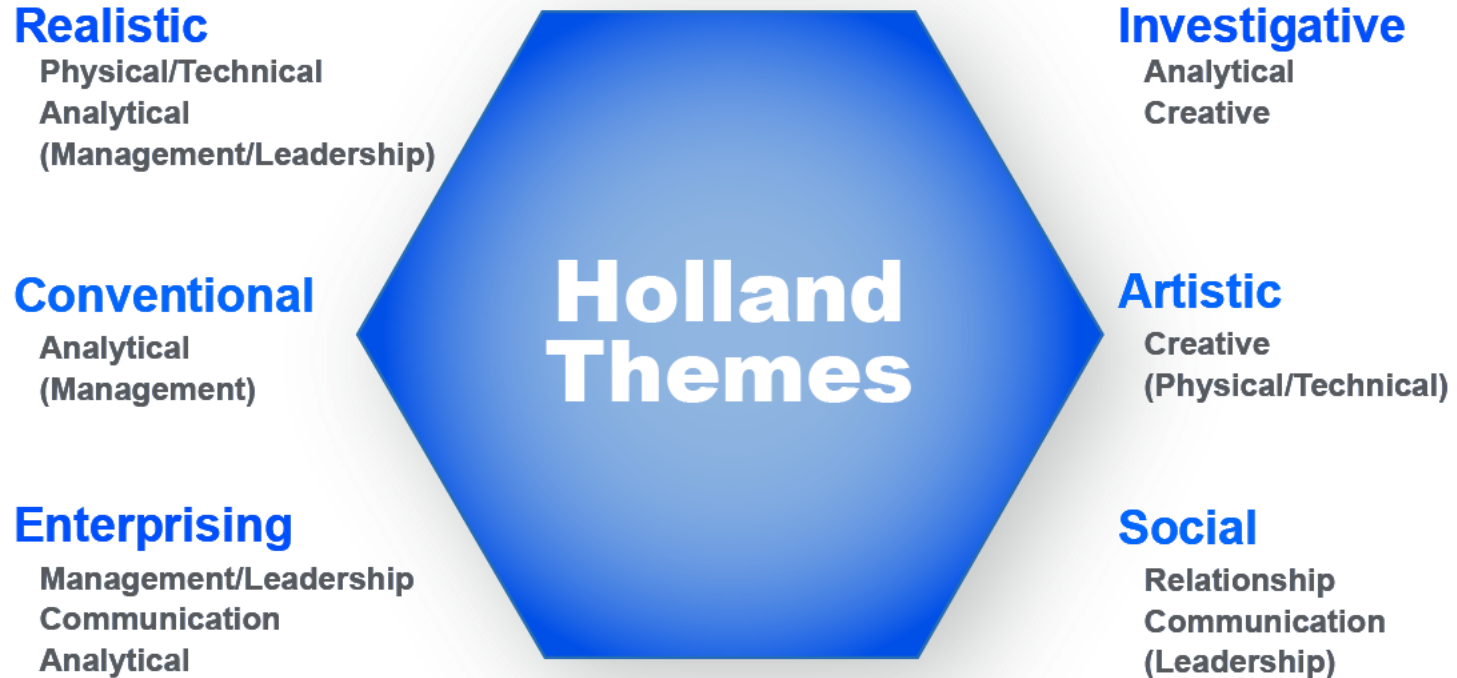
1.	2.
3.	4.

Skill Development – place an asterisk next to those skills that will require development to increase marketability.

Interests — Holland Themes

R	Realistic – have athletic or mechanical ability, prefer to work with objects, machines, tools, plants, or animals, or to be outdoors.
I	Investigative – like to observe, learn, investigate, analyze, evaluate, or solve problems.
A	Artistic/Creative – have artistic, innovating or intuitional abilities, and like to work in unstructured situations, using their imagination or creativity.
S	Social – like to work with people – to inform, enlighten, help, train, develop, or cure them, or are skilled with words.
E	Enterprising – like to work with people – influencing, persuading or performing or leading or managing for organizational goals or for economic gain.
C	Conventional – like to work with data, have clerical or numerical ability, carrying things out in detail or following through on instructions.

Connect Skill Categories with Holland Themes



Note: these connections are the author's interpretation of the relationship between Advance Pack and Holland Themes

* John L. Holland: *Making Vocational Choices: A Theory of Vocational Personalities and Work Environments*, 3rd Edition - 1997



Q & A

Case Study – College Senior



- Last semester of a 4-year degree
- Business Major with Conservation Minor
- Completed 2 Internships; Research Assistant in Federal Government and Marketing Assistant for an Environmental Consulting Firm
- Eliminated consulting and investment banking – too analytical
- Specific interests: Conservation, business, creativity, leadership

Goal: Identify potential career options of interest

Claire's Interests and Skills

Holland Themes	Advance Pack Top Skills and Skill Sets
Enterprising Persuade and lead	Management/Leadership – 30% <i>Organizational Skill Set (Organize, Plan, Coordinate)</i> <ul style="list-style-type: none"> • Often the point person on school projects - sets the goal, runs the meeting and keeps members on track • Coordinated numerous events for YMCA for 2 years • Served as treasurer for her sorority – helped to lower chapter fees
Artistic Use imagination and creativity	Creative - 40% <i>Artistic Skill Set (Create Images)</i> <ul style="list-style-type: none"> • Enjoyed making scrapbooks • Decorated for sorority events • Won an award for her design of a retail wine tourist attraction (competition) • Made a food sampling display for conservation class
Social Inform, enlighten, train	Communication – 30% <i>Persuasion Skill Set (Persuade, Promote)</i> <ul style="list-style-type: none"> • Wrote proposals and marketing materials for internship company • Promoted recycling at her sorority <i>Core Communication (Write, Speak/Interact)</i> <ul style="list-style-type: none"> • Served as a tutor/mentor at a high school for 3 years

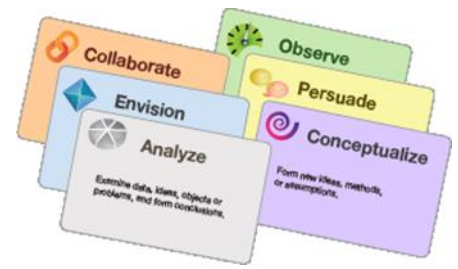
College Senior Outcome



Skill Results Applied in the Job Search

- **Criteria:** Gained knowledge of her greatest strengths which expedited exploration and evaluation of options.
- **Skill Development:** Joined a business competition with the goal to utilize her creative skills. Her team won first prize.
- **Resume:** Highlighted her greatest strengths in her resume.

Outcome: Offered a full-time job in Public Relations. Within a year, transitioned to a Merchandising Role with Williams Sonoma – a better fit with her creative and management skills.



Coaching Best Practices

- **Needs assessment:** Ask your client to share their strengths and skills with you. Their response will guide you to the value of taking a skills assessment.
- **Options:** Provide an opportunity to take either the card sort or the online version. You may want to show them each and how the assessment can increase personal clarity.
- **Low confidence:** The card sort provides opportunities learn about your client's self-perception and the choices they make during and following the card sort.
- **Connect Skills to Experiences:** Deepen client understanding of their skills by asking for enjoyable experiences in which they use their top skills.
- **Key learnings:** Ask your client to share the key takeaways / insights from the assessment and how they can use the information in their career development.



Q & A

Wrap Up! Get Started with Advance Pack 2.0

website: www.skillscan.com

Advance Pack 2.0 Trial Kit (\$29.50)

- One card deck
- One Personal Skill Profile
- Quick Start Guide



Advance Pack Introductory Pkg (\$99.00)

- One card deck
- Six Personal Skill Profiles
- One Facilitator's User Guide



Get 10% Off Your Purchase
Coupon Code: **Advance Pack**

Skills-Focused Model

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

