



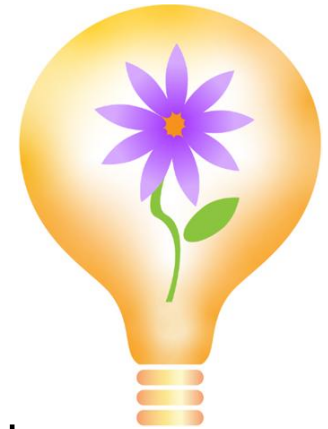
SkillScan Career Assessment Certification Program: Session 1

June 17, 2026

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Overview

Career Assessment Certification



- Enhance knowledge and skill in administering SkillScan to advance client goals.
- Identify client gaps in self-awareness; select the assessments needed to increase personal clarity and decision-making.
- Gain proficiency in integrating Holland, Skills and Values Assessment exercises to reinforce core career preferences and identify relevant career options.
- Demonstrate your ability to administer and interpret SkillScan and supplemental assessments in the certification exam/essay.

Agenda - 1

- Understand of the role of skills assessment in the career assessment and development process.
- Review the structure, purpose, and scoring on the five main sections of the Drive Report and Burn-out and Low-Interest skills.
- Using two case studies, learn strategies and tips for reviewing the report with a client including Enhanced Career Insights (ECI)
- Review how to send access keys and monitor report completion status.



Career Assessment Needs by Life Stage

Students (secondary and college)	Early Career (2 to 5 years experience)	Mid-Late Career
<ul style="list-style-type: none"> • Think in terms of career interests and majors • Limited awareness of skills and strengths • Undecided or very focused career goals • Pressure to select a major • Internal & external expectations • Hundreds of career options to choose from <p>Goal: Career readiness – clarify preferences to begin career exploration</p>	<ul style="list-style-type: none"> • Work experience provides context of likes, & dislikes to inform choices • Limited understanding of their strengths and transferable skills • Uncertain about what’s needed for greater fulfillment • Unclear about next move; pivot, career change? <p>Goal: Make an informed & intentional decision</p>	<ul style="list-style-type: none"> • Has breadth and depth of experience • Skills bound in industry and domain knowledge – “responsibilities” • Unclear of their preferred skills and how to transfer in a career pivot or change • Unsure about the change needed and options available • Marketability concerns, e.g., age, realistic? <p>Goal: Make a strategic transition</p>



Reflection Question

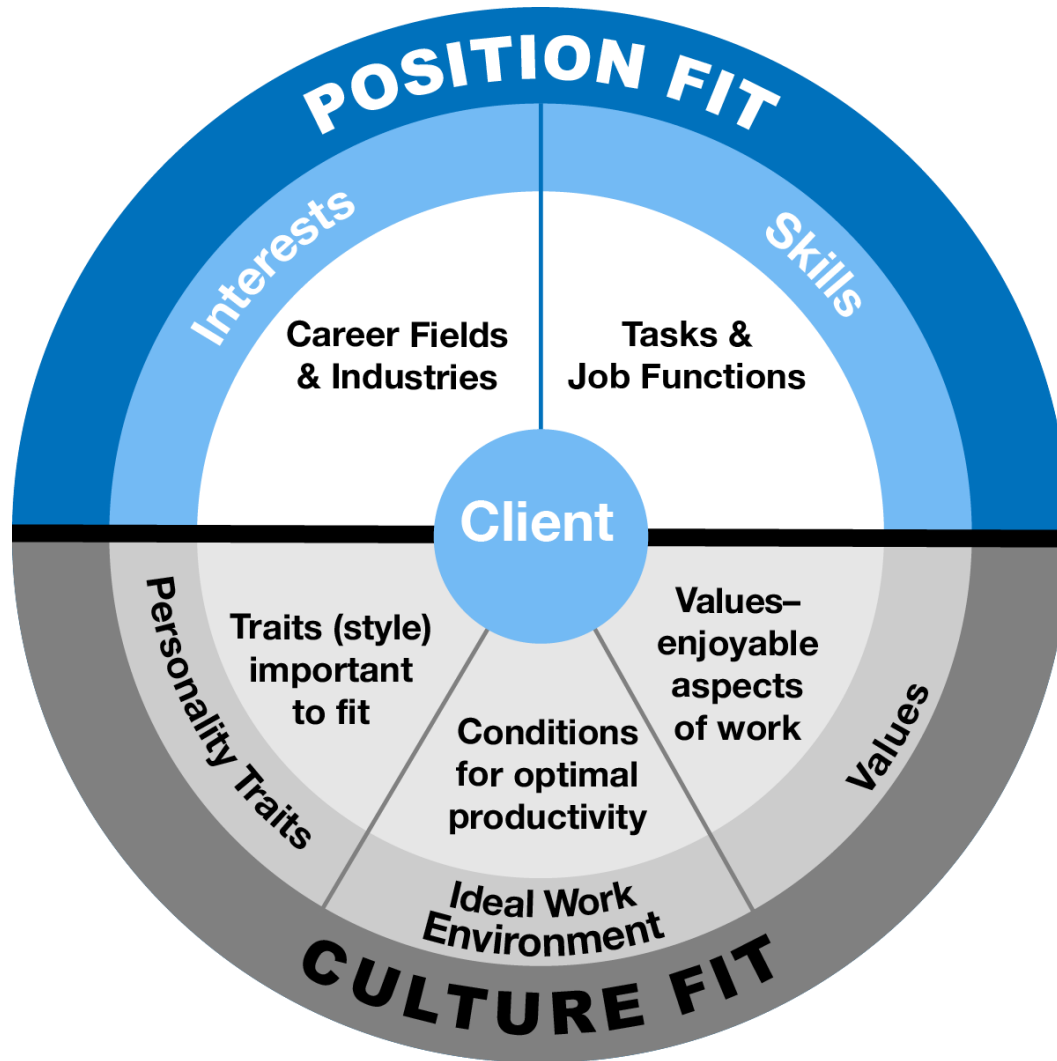
Given your client population, which client needs ring true for you?

- What other issues & needs do you observe?



Type your responses into chat

Career Assessment Framework





Q & A

Drive Report Overview

College Student Case Study

- **Background:** Melanie had an early interest in science - took classes in high school. Planned to become a pharmacist
- **Education:** BS degree in Pharmaceutical Chemistry
- **Experience** – Certified Pharmacy Tech and a restaurant server– helped pay for college expenses
- **Extracurricular:** Leader/PR officer Pre-Pharmacy Club
- **Other:** Team Captain for HS Basketball Team – 3 years, Folk Dancer – 15 years, Owns small business making art pieces
- **Goal:** Has many interests within science – needs to narrow a focus, target her resume and prep for interviews



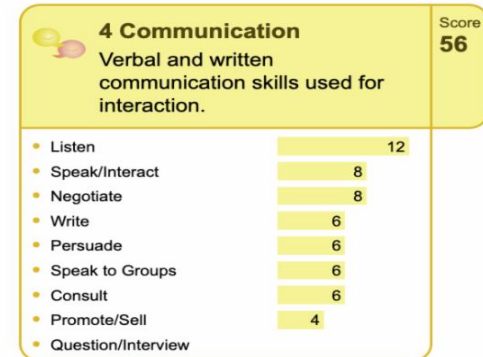
Personal Skill Chart

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

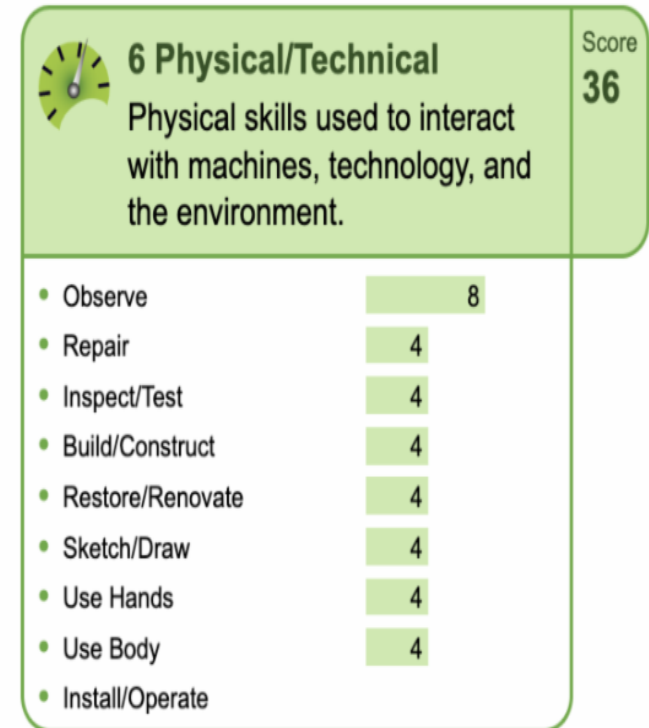
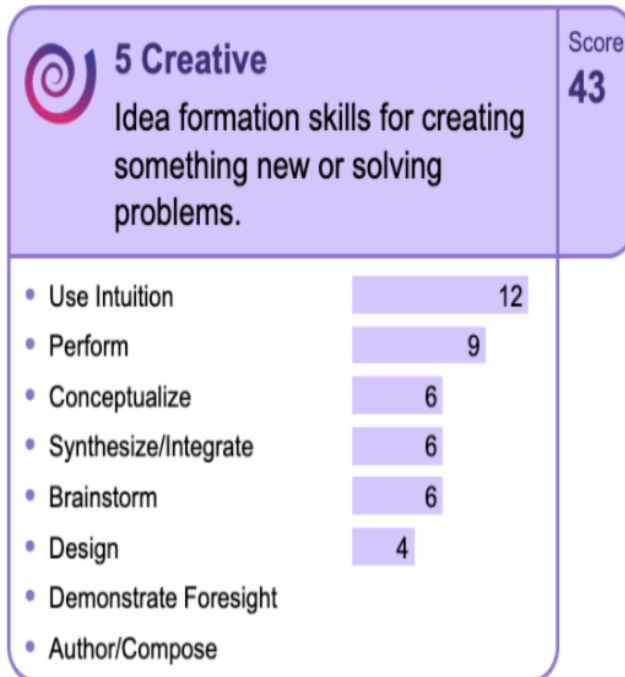
Melanie – Personal Skill Chart

Hierarchy of skills within the top 4 categories

Melanie

Lower
Two
Categories

Detail for Lowest 2 Skill Categories and Individual Skills



Experiences / Examples of Preferred Skills

Personal Skill Chart

Relationship/Communication

- Collaborate & Resolve Conflict – In teams - at school and sports - important to understand the other person's viewpoint. Ask the person to explain and share their perspective. If unresolved, bring in a third person to voice an opinion.
- Coach - Trained new servers in the restaurant and pharmacy techs. Guided them to become successful. Coached dancers on enhancing their performance.

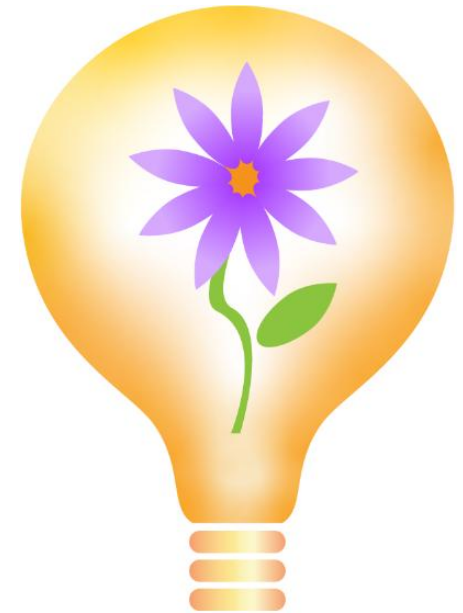
Management/Leadership

- Build a Team – Basketball – important to do her part and help teammates see the benefit of working together, observe each player's style and personality on and off the court. Won league tournament for three years.
- Lead - Execute and facilitate club meetings, introduce speaker and manage Q&A in presentation.



Reflection Question

What value does the client and the coach gain in soliciting examples of their preferred skills.



Type your responses into chat

Melanie

Skill Set Portfolio

Sub-grouping of skills from top categories.

Labels highlight and validate core strengths





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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
Core Relationship Enjoy developing and maintaining positive working relationships with individuals and groups.	12 12 8 <ul style="list-style-type: none">CollaborateRespect DiversityResolve Conflict	 Relationship Interpersonal skills to work effectively with individuals and groups.
Counsel/ Teach Value educating, developing and guiding people to reach personal and professional goals.	12 12 <ul style="list-style-type: none">Facilitate GroupsTrain/InstructCounsel	
Support/ Service Like working with individuals and groups to meet needs, solve problems and enhance satisfaction.	9 9 6 <ul style="list-style-type: none">Serve Clients & CustomersProvide Care & SupportServe as Liaison	
Facilitative Management Enjoy engaging and motivating individuals and groups to attain goals.	12 12 8 <ul style="list-style-type: none">Build a TeamCoachSet Goals	 Management/Leadership Organizational, facilitative, and leadership skills used to accomplish goals.
Leadership Like setting a direction and motivating others to achieve high performance.	12 8 6 <ul style="list-style-type: none">LeadMake DecisionsEnvision	
Analysis/Problem Solving Value gathering and analyzing data to solve problems and achieve objectives.	12 9 6 <ul style="list-style-type: none">AnalyzeResearchSolve Problems	 Analytical Information management and evaluation skills used to achieve goals.
Core Communication Like interacting and exchanging information with people to enhance understanding.	12 8 6 <ul style="list-style-type: none">ListenSpeak/InteractWrite	 Communication Verbal and written communication skills used for interaction.

Melanie

Career Guide Snapshot

- Expanded view of possibilities

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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 <input type="checkbox"/> Collaborate</p> <p>12 <input type="checkbox"/> Respect Diversity</p> <p>8 <input type="checkbox"/> 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 <input type="checkbox"/> Facilitate Groups</p> <p>12 <input type="checkbox"/> Train/Instruct</p> <p>8 <input type="checkbox"/> 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 <input type="checkbox"/> Serve Clients & Customers</p> <p>9 <input type="checkbox"/> Provide Care & Support</p> <p>6 <input type="checkbox"/> 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 <input type="checkbox"/> Build a Team</p> <p>12 <input type="checkbox"/> Coach</p> <p>8 <input type="checkbox"/> 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 <input type="checkbox"/> Lead</p> <p>8 <input type="checkbox"/> Make Decisions</p> <p>6 <input type="checkbox"/> 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 <input type="checkbox"/> Analyze</p> <p>9 <input type="checkbox"/> Research</p> <p>6 <input type="checkbox"/> 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 <input type="checkbox"/> Listen</p> <p>8 <input type="checkbox"/> Speak/Interact</p> <p>6 <input type="checkbox"/> 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 >		



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

Expanded Guides: Narrow options based on preferred skill sets

Provides direct links to O*Net



Reflection Question

Within your top favorite Skill Sets, does the Expanded Career Guide reflect your current or a past job(s)?



Type your responses into chat

Melanie

Skill Development Report

-
High potential skills – score of 8.

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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	Skill Development and Training Suggestions
Speak/Interact Use clear expression and adapt style to meet listener needs.	<ul style="list-style-type: none">• 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.
Evaluate Assess the value of a service, product, or an idea.	<ul style="list-style-type: none">• 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.
Negotiate Reach an agreement that defines expectations, terms and resources.	<ul style="list-style-type: none">• 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.

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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.



Melanie - Strategic Skill Profile

—
Snapshot of her most relevant skills to highlight and communicate in resumes

Your Top Skills	Strategies
<p>Dominant Score 12 Skills you rated as high proficiency and high importance</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Relationship</p> <ul style="list-style-type: none"> Collaborate Respect Diversity Train/Instruct Facilitate Groups </div> <div style="width: 45%;"> <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 </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>Analytical</p> <ul style="list-style-type: none"> Analyze </div> <div style="width: 45%;"> <p>Creative</p> <ul style="list-style-type: none"> Use Intuition </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>Support Score 9 Skills you rated as high proficiency and moderate importance</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Relationship</p> <ul style="list-style-type: none"> Provide Care & Support Serve Clients & Customers </div> <div style="width: 45%;"> <p>Management/Leadership</p> <ul style="list-style-type: none"> Manage Projects <p>Analytical</p> <ul style="list-style-type: none"> Research Categorize </div> </div> <div style="margin-top: 10px;"> <p>Creative</p> <ul style="list-style-type: none"> Perform </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>High Potential Score 8 Skills you rated as moderate proficiency and high importance</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Relationship</p> <ul style="list-style-type: none"> Resolve Conflict </div> <div style="width: 45%;"> <p>Communication</p> <ul style="list-style-type: none"> Speak/Interact Negotiate </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>Management/Leadership</p> <ul style="list-style-type: none"> Set Goals Make Decisions </div> <div style="width: 45%;"> <p>Analytical</p> <ul style="list-style-type: none"> Evaluate <p>Physical/Technical</p> <ul style="list-style-type: none"> Observe </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>

Drive - Low Interest & Burn-out Skills

Low Interest Skills

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Low Interest Skills

Below are the skills you selected as Moderate Proficiency and have low interest in using or developing at this point in your career. Avoid career options that use these skills in a dominant way. Depending on your career goals it may be important for you to develop specific skills to strengthen an overall Skill Set or competency.



Low interest

- **Use Body** : Apply physical speed, strength, balance, and agility.
- **Author/Compose** : Use words or notes to create new literary or musical work.
- **Perform** : Apply talents to speak, sing, dance, act or play an instrument.
- **Sketch/Draw** : Draft plans and visuals to show concepts or information.

[back to Next Steps](#)

Burn-out Skills

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Burn-out Skills

These are the skills you rated as High Proficiency but of Low Importance. You may have over-used these skills or lack motivation for using them in your next career move. Depending on your work, it may be important to use as part of a Skill Set or competency.



Burn-out Skills

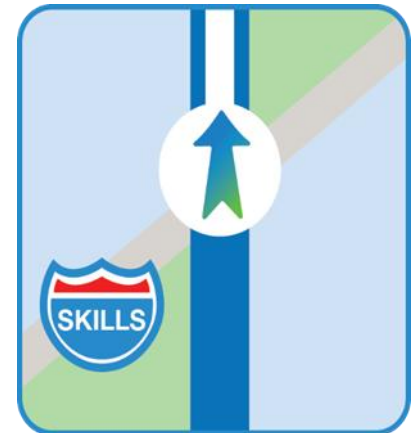
- **Serve as Liaison** : Connect people or groups to achieve a positive result.
- **Evaluate** : Assess the value of a service, product, or an idea.
- **Restore/Renovate** : Renew and repair an object to its original state.
- **Demonstrate Foresight** : Foresee trends and their possible effect.
- **Analyze** : Study data, ideas or problems and form conclusions.

[back to Next Steps](#)



Recap of Key Report Sections

- **Relevance:** Focus on the most important report sections based on client goals and time available.
- **Solicit examples** of preferred skills - *validates results and grounds skills into reality.*
- **Facilitate a conversation** about potential career options, which careers are most appealing in the Career Guide.
- **Best practice** – have client complete interests, values and skills before conducting research on options. Add in the Enhanced Career Insights when appropriate.
- **Discuss Low Interest and Burn-out Skills** to inform exploration and decision-making





Q & A

Mini-Case - Career Pivot Using Enhanced Career Insights

Background: Jane was offered a buy out after 8+ year experience as a reporter and managing editor for a local news agency. In 5-years she had progressed from a reporter to managing a team of 8 reporters.

Education: Journalism major. Achieved high honors in college, her professional journalism society and present company.

Presenting situation: As she progresses, finds the work very stressful; e.g., generating stories, managing 8 reporters and meeting tight deadlines. Her Burn-out report showed Analyze and Categorize as overused. Loves mentoring her reporters.

Goal: Program includes 4 sessions. Wants to explore other options that offer greater work-life balance. Key value - wants to make a difference to her organization, community and globally.

Rewarding Experience Exercise

Best Practice to Facilitate Skills and Values Assessment

Goal: Identify experiences you find most rewarding to better understand your preferred skills and motivational themes.

Instructions: List 5–7 rewarding experiences from your career and/or life. These should be specific activities, not general roles. Example: *“Developed a new course on using Artificial Intelligence”* instead of *“I’ve created many courses.”* For each experience, note the skills and tasks you performed and what made it rewarding for you.

Provides context and content for evaluating skill preferences on the SkillScan assessment and highlights meaningful aspects of their work (values).

Jane's Rewarding Experiences

- When my reporters were struggling to develop story ideas, I created a training presentation to spark ideas to better understand the types of stories that were important. Reward: I felt valued for helping them grow their skills.
- I enjoyed doing 1-on-1's with reporters, providing feedback, discussing their successes and helping to address their challenges. Reward: This made me feel helpful and valuable.
- Every few months, I would do a brainstorming session with my team to develop new story ideas. Reward: Was enjoyable to help my team to think big picture and encourage their ideas.
- Every month, I organized a potluck in the office, which helped bring people together and made work more fun. Reward: Creating community.
- Last year, all of my reporters earned awards for their articles from the Society of Professional Journalists. Reward: I felt immensely proud of their achievements.



Rewarding Experiences

- What are some of the key skills/strengths expressed in the exercise?
- What values are implied that made the work meaningful?



Type your responses into 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 enjoyment/importance levels.



*Scoring key below

Detail for Top 4 Skill Categories and Individual Skills


Personal Skill Profile

Jane Proctor

 1 Relationship Interpersonal skills to work effectively with individuals and groups.	Score 97
<ul style="list-style-type: none"> Collaborate 12 Respect Diversity 12 Serve as Liaison 12 Provide Care & Support 12 Counsel 12 Train/Instruct 12 Facilitate Groups 12 Resolve Conflict 9 Serve Clients & Customers 4 	


 2 Communication Verbal and written communication skills used for interaction.	Score 92
<ul style="list-style-type: none"> Listen 12 Speak/Interact 12 Write 12 Persuade 12 Consult 12 Question/Interview 12 Negotiate 12 Speak to Groups 8 Promote/Sell 	

 3 Management/Leadership Organizational, facilitative, and leadership skills used to accomplish goals.	Score 91
<ul style="list-style-type: none"> Plan/Organize 12 Manage Projects 12 Build a Team 12 Set Goals 12 Coach 12 Lead 12 Envision 9 Initiate 6 Make Decisions 4 	

 4 Creative Idea formation skills for creating something new or solving problems.	Score 73
<ul style="list-style-type: none"> Conceptualize 12 Brainstorm 12 Author/Compose 12 Use Intuition 9 Perform 8 Synthesize/Integrate 6 Demonstrate Foresight 6 Design 4 Create Images 4 	

Note: Scores of 2 or lower are not included

Detail for Lowest 2 Skill Categories and Individual Skills




5 Analytical

Information management and evaluation skills used to achieve goals.

Score
39

- Research 9
- Solve Problems 9
- Evaluate 9
- Manage Data 4
- Budget 4
- Forecast 4
- Compute



6 Physical/Technical

Physical skills used to interact with machines, technology, and the environment.

Score
12

- Inspect/Test 6
- Observe 6
- Install/Operate
- Repair
- Build/Construct
- Restore/Renovate
- Sketch/Draw
- Use Hands
- Use Body

Score Key	12 = High Proficiency	9 = High Proficiency	8 = Moderate Proficiency	6 = Moderate Proficiency	4 = Moderate Proficiency
	High Importance	Moderate Importance	High Importance	Moderate Importance	Low Importance

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Skill Set Portfolio

The Skill Set Portfolio groups your individual skills into the top "Skill Sets" within one or more of 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 Portfolio

Jane Proctor

Skill Set Themes	Your Skill Sets	Skill Category
Counsel/ Teach Value educating, developing and guiding people to reach personal and professional goals.	12 12 12 <ul style="list-style-type: none"> Counsel Train/Instruct Facilitate Groups 	Relationship Interpersonal skills to work effectively with individuals and groups.
Core Relationship Enjoy developing and maintaining positive working relationships with individuals and groups.	12 12 9 <ul style="list-style-type: none"> Collaborate Respect Diversity Resolve Conflict 	
Core Communication Like interacting and exchanging information with people to enhance understanding.	12 12 12 <ul style="list-style-type: none"> Listen Speak/Interact Write 	Communication Verbal and written communication skills used for interaction.
Consultation Value collaborating with others to identify problems and develop effective solutions.	12 12 12 <ul style="list-style-type: none"> Consult Question/Interview Negotiate 	
Facilitative Management Enjoy engaging and motivating individuals and groups to attain goals.	12 12 12 <ul style="list-style-type: none"> Build a Team Set Goals Coach 	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"> Plan/Organize Manage Projects Initiate 	

Career Guides

Jane Proctor

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

Counsel/ Teach Skill Set	Career Options	Educational Options
<p>Value educating, developing and guiding people to reach personal and professional goals.</p> <p>12 Counsel</p> <p>12 Train/Instruct</p> <p>12 Facilitate Groups</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 >		

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 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>9 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 >		

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</p> <p>12 Set Goals</p> <p>12 Coach</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 >		

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>12 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 >		

Organization Skill Set	Career Options	Educational Options
<p>Like initiating, structuring and carrying out steps to accomplish objectives.</p> <p>12 Plan/Organize</p> <p>12 Manage Projects</p> <p>6 Initiate</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 >		

Enhanced Career Insights – page 1

Jane Proctor

DRIVE

Enhanced Career Insights

Personalized, AI-generated guidance based on your responses.



Career Recommendations

Thank you for sharing this personal information about yourself - we are delighted at the opportunity to provide you with additional insights and recommendations.

You're at an exciting point in your career journey, looking to transition into new opportunities that align with your skills and interests. Based on your background in journalism and your strong skills in relationship-building, communication, and management, we have a few suggestions that might inspire your next steps.

Recommended Career Options

1. **Communications Specialist for a Nonprofit:** Leverage your writing and communication skills to create compelling narratives that support a mission-driven organization.
2. **Editor for a Trade Publication:** Use your editorial experience and expertise in managing projects to lead content creation and publication processes.
3. **Copywriter:** Craft persuasive and engaging content for various platforms, utilizing your writing talents and creativity.
4. **Corporate Communications Manager:** Develop and implement communication strategies to enhance organizational reputation and employee engagement.
5. **Training and Development Coordinator:** Design and facilitate training programs to enhance employee skills and organizational performance.
6. **Public Relations Manager:** Manage and advance public perception of an organization through strategic communication initiatives.
7. **Grant Writer:** Use your writing skills to secure funding for nonprofits by developing compelling grant proposals.
8. **Content Strategist:** Plan and oversee the creation, delivery, and governance of useful, usable content.
9. **Program Coordinator for Educational Initiatives:** Organize and manage programs that support educational goals and community engagement.
10. **Community Outreach Coordinator:** Foster relationships and partnerships with community stakeholders to advance organizational objectives.

Enhanced Career Insights – page 2

Jane Proctor

Next Steps

Consider exploring educational opportunities that could enhance your knowledge in areas such as business administration, communications, or psychology, as these could complement your existing skills and open up additional career paths.

Additionally, networking with professionals in these fields and seeking informational interviews can provide valuable insights and connections as you transition to a new career.

Final Thoughts

Remember, your diverse skill set and experience are valuable assets. Embrace this transition with confidence and curiosity, and you're sure to find a fulfilling path that aligns with your personal and professional goals.

Moving Forward

To build on the insights from your Enhanced Career Insights (ECI) report, we recommend leveraging the AI tool of your choice (such as ChatGPT, Gemini, or CoPilot) to gather deeper information and resources.

1. **Choose a career option** from your ECI report that excites you.
2. **Use the suggested prompts below** to explore new career possibilities and find your next direction.

Suggested Prompts

- **Deep Dive** - "Describe [insert ECI career option] in detail and outline a path for pursuing it."
- **Skills Alignment** - "Analyze the match between skills from my current/past roles [insert roles] and the job [insert ECI career option] I'm interested in."
- **Fill Knowledge Gaps** - "Identify specific free or low-cost certification or training programs (including duration) for [insert ECI career option]."

Disclaimer

This report was generated using an AI framework and may not reflect information with complete accuracy. We recommend that you verify the information using a variety of sources.

Version: 1.3

[Revise my answers](#)

[back to Next Steps](#)

 2025

www.skillscan.com



Reflection Question

How well did the career options on Enhanced Career Insights align with your career preferences?



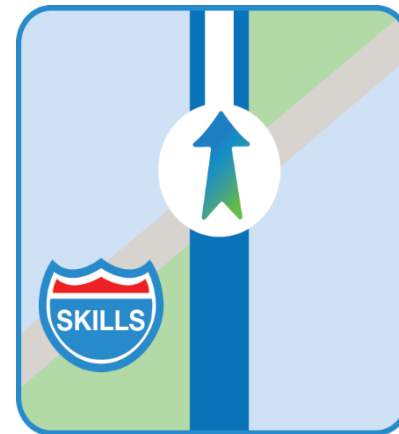
Type your responses into chat.



Q & A

Administering SkillScan

- Report review preparation
- Kicking off the report review
- Report review best practices
- Review scoring



-
- Optional: Based on available coaching time, suggest
Rewarding Experience
Reflection exercise - pre-work

Report Review Preparation

Preview the report (10 min)

- High-level review of results; are the scores differentiated - high, moderate and low scores
- Compare results with notes from initial meeting, reflection exercise, resume and other assessments
- Check for Low Interest and Burn-out skill sections

Note unusual results

- Only a couple of high scores (12's) – “potential specialist”
- Many moderate and low scores
- Numerous high scores (12's) in 4 or more categories – potential “generalist”

Warm-up Questions

- Tell me what it was like to take the assessment?
- What did you learn from the results?
- Any surprises?
- What confirms what you already know?
- How does your current job align (or not) with your top skills (12's and 9's)?

Kicking off the Report Review



Report for:
Jane Proctor,
1/10/2025



Your Drive Report outlines your greatest strengths to:

- **Focus:** Clarify your skills that give you personal satisfaction
- **Explore:** Research career and educational options that optimize your strengths
- **Develop:** Build your skills to enhance your marketability
- **Market Yourself:** Leverage your strengths in resumes, interviews and networking.

Overview - Use the report to explain the 6 color-coded skill categories

Outline the value of using SkillScan results:

- Clarify their greatest strengths and skill sets
- Identify potential roles/paths for exploration
- Develop key skills to enhance marketability
- Acquire language for self-marketing

Report Review Best Practices

1. Personal Skill Chart (PSC)

- Validate top categories and preferred skills
- Focus on the scores of 12, 9 & 8 – ask for examples of how these skills were used in enjoyable experiences
- Which skills are not being optimized in their current/past role

2. Skill Set Portfolio

- Which Skill Sets are they using in their current role, which Sets would they like to use more?

3. Career Guides

- Focus on the top 2 - 3 Skill Sets and show the expanded guide to explore potential jobs/roles of interest
- Discuss roles they have been considering (early career) and appealing roles in their field or other areas (transitioners)
- Suggest completing ECI questionnaire when ready to identify & explore options

Best Practices Continued

4. Skill Development (high-potential scores of 8)

- **Early career** - identify high priority development skills to enhance opportunities for growth & marketability
 - Discuss ways to develop in current situation; extracurriculars, part-time work, etc.
- **Mid-late career** – identify development skills to enhance enjoyment in current role and open-up future opportunities

5. Strategic Skill Profile

- Use the summary to focus on roles that optimize their skills and communicate skills in resumes/interviews

Report Review Time

- Average - 15 – 25 minutes
- Maximum - 50 minutes

In a full session review:

- Review each section in depth
- Connect to work and life experiences

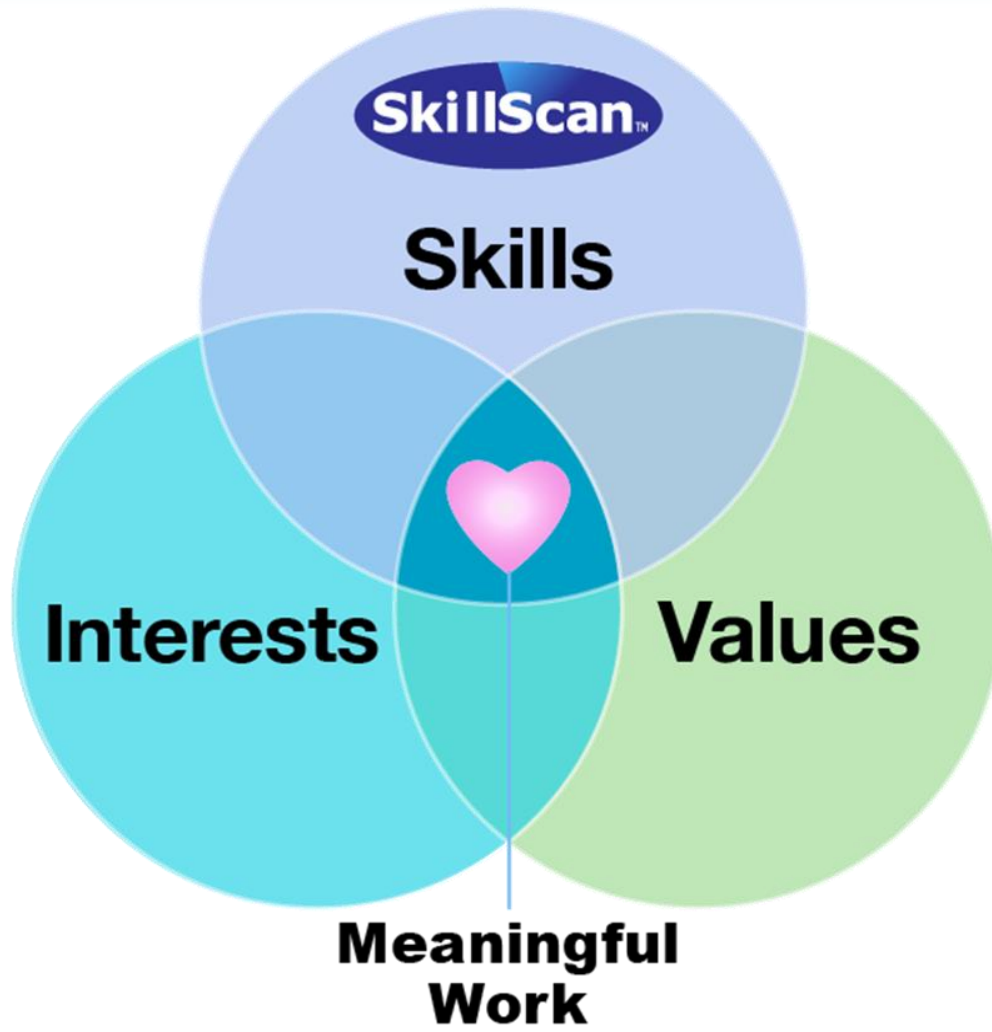
Scoring Key

SkillScan Scoring Key	Proficiency (1-3 range)	x	Enjoyment/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/Neutral	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



Q & A



Name Melanie Jones

Date 04/18/2022



Holland Interest Themes Exercise

Read each of the six theme descriptions of people, interests, and skills. In the spaces at the bottom, write the names of the three themes that describe you the best, second best, and third best. Then highlight the words that best describe you within each of the three themes using the highlighting tool in the toolbar above.

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

1. Realistic 2. Social 3. Investigative

Melanie
Holland
Themes
RSI (E)

Connecting Skill Categories with Holland Themes





Q & A

Preparation for Session 2

SkillScan Learning Center Resources

1. Complete the Holland Interest Assessment and Values Assessment Exercise
 - Compare your Values with Holland and Drive Skill Categories and note dominant themes.
2. Administer SkillScan and review the report with a client/colleague/friend. Record insights and challenges.
3. Optional – Take SkillScan Express (request key from Lesah)

Session Two – Changing to a Zoom Meeting. Will send a Zoom link in a calendar invite.



Account Management

Quickstart Guide for Coaches

Sending Keys

Monitoring Completion

Reviewing Reports

Reclaiming Unused Keys

How to Use AI-Enabled Enhanced Career Insights