

Report for:
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Snapshot – Report overview



Skill Road Map – Profile of your greatest strengths



Road Work – Suggested development activities



Road Closures – Skills to avoid using



Travel Guides – Career and educational options to explore



Trip Resources – Additional tools for your journey

Your Career Driver Report outlines your greatest strengths to help you:

- Leverage your skills in a career path to achieve greater personal and professional satisfaction.
- Identify career and educational options that draw upon your dominant strengths and skill sets
- Enhance your knowledge of common work functions, industries, and occupations that align with your skills.
- Identify those skills needing development to increase your marketability.
- Acquire a skill vocabulary for selling your strengths in resumes and interviews.



Skill Categories: Measure your proficiency and preference level within six broad skill categories.

The bar graph indicates the strength of your score in your top four categories. The category score is the sum of the individual skill scores within each category. See the Skill Road Map for scores of individual skills.



Career Tip: To maximize job satisfaction, focus your career and educational endeavors on job roles that match your strongest, most preferred skills.

Your Top Skillsets: Skill Sets are composed of sub-groups of skills that are frequently used together in performing key work functions.

There are three possible Skill Sets for each Skill Category. You indicated strength in the Skill Sets below.

<p>Communication Category Core Communication Skill Set</p> <p>Skilled in exchanging information through verbal, written or non-verbal cues.</p> <table border="1"> <thead> <tr> <th>Skill</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>1. Listen</td> <td>8</td> </tr> <tr> <td>2. Speak/Interact</td> <td>8</td> </tr> <tr> <td>3. Write</td> <td>4</td> </tr> </tbody> </table>	Skill	Score	1. Listen	8	2. Speak/Interact	8	3. Write	4	<p>Creative Category Inventive Skill Set</p> <p>Adept at forming structures, patterns and connections from information, ideas and images.</p> <table border="1"> <thead> <tr> <th>Skill</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>1. Conceptualize</td> <td>8</td> </tr> <tr> <td>2. Synthesize/Integrate</td> <td>8</td> </tr> <tr> <td>3. Design</td> <td>6</td> </tr> <tr> <td>4. Visualize</td> <td>4</td> </tr> </tbody> </table>	Skill	Score	1. Conceptualize	8	2. Synthesize/Integrate	8	3. Design	6	4. Visualize	4
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This Road Map outlines your four strongest skill categories in priority order along with your two lowest skill categories. Following are the details of your skill score. Use the knowledge of your preferred skills and Skill Sets to identify positions that will optimize your strengths. Be sure to highlight your strengths in resumes and interviews.

Your Strongest Skill Categories

Skill Category	Definition	Score
Relationship	Interpersonal skills that directly aid individuals or groups in dealing with each other.	52
Communication	General verbal and written communication skills for interaction with individuals and groups.	50
Creative	Non-linear means of processing information to formulate ideas and adapt to needs/problems.	47
Management/Leadership	The use of organizational, managerial, and leadership skills in accomplishing organizational goals.	48
Analytical	Logical processing of information and data to produce useable results.	20
Physical/Technical	Interaction of the body with the physical world.	0

Note: The category score is the sum of the individual scores within the category.

Score Details: The graphs below show your skill scores in numerical order. Scores of 9, 6*, and 6 are your greatest strengths. Focus your career exploration and resume development on these strengths.

Relationship		Communication		Creative	
■ Serve Clients & Customers	9	■ Listen	9	■ Conceptualize	9
■ Collaborate	9	■ Speak/Interact	9	■ Synthesize/Integrate	9
■ Counsel	6	■ Consult	4	■ Brainstorm	9
■ Train/Instruct	6	■ Negotiate	4	■ Design	6*
■ Facilitate Groups	6	■ Speak to Groups	4	■ Use Intuition	6*
■ Provide Care & Support	4	■ Interview	4	■ Visualize	4
■ Demonstrate Social/Cultural Sensitivity	4	■ Sell	4	■ Demonstrate Foresight	4
■ Serve as a Liaison	4	■ Write	4	■ Perform	
■ Advocate	4	■ Persuade	4	■ Author/Compose	
■ Resolve Conflict		■ Promote	4	■ Create Images	

Management/Leadership		Analytical		Physical/Technical	
■ Make Decisions	9	■ Analyze	4	■ Observe	
■ Set Goals	9	■ Evaluate	4	■ Repair	
■ Organize/Plan	6	■ Categorize/Classify	4	■ Inspect/Test	
■ Envision	4	■ Solve Problems	4	■ Install	
■ Lead	4	■ Research	4	■ Operate Equipment	
■ Coach	4	■ Compute		■ Restore/Renovate	
■ Build a Team	4	■ Estimate		■ Hand Dexterity	
■ Implement	4	■ Budget		■ Body Coordination	
■ Coordinate	4	■ Manage Data or Records		■ Build/Construct	
■ Manage Projects		■ Forecast		■ Sketch/Draw	

Score Key	9 = High Proficiency	6* = Moderate Proficiency	6 = High Proficiency	4 = Moderate Proficiency	Scores of 2 or less are indicated on your Road Work and Road Closure sections.
	Major Role	Major Role	Secondary Role	Secondary Role	



The Road Work section lists the skills that you selected as needing development. For each skill you will find a sampling of skill development and training suggestions to begin applying in your career and life.

-  Relationship
-  Management-Leadership
-  Creative
-  Physical-Technical

Career Tip: Be strategic in using volunteer opportunities, part time and project work to develop your skills.

Relationship

Skill	Skill Development and Training Suggestions
Resolve Conflict Address issues with individuals, clients or group members to arrive at a mutually satisfactory outcome.	<ul style="list-style-type: none"> Encourage people in a disagreement to focus on the issue rather than who is right or wrong. When resolving a conflict, look for a win-win solution, or one that is acceptable to both parties, and leaves both parties feeling that they have won, in some way, after the event. Attend a training on mediation/conflict resolution techniques.

Management-Leadership

Skill	Skill Development and Training Suggestions
Manage Projects Establish priorities, work plans, timelines and resources. Set milestones and coordinate and track the work of the team to ensure on-time delivery.	<ul style="list-style-type: none"> Keep your project on time and on budget by setting goals for the project and its subtasks, and establishing measures to track the project's progress. Develop a project plan. Define the project goals and objectives. Specify tasks, how goals will be achieved, what resources will be needed and the timelines for completion. Take a class and learn how to use project-planning software to schedule, manage and track large projects.

Creative

Skill	Skill Development and Training Suggestions
Create Images Use variety of media to express ideas through graphic design, photography, painting or other physical forms.	<ul style="list-style-type: none"> Create images on a daily basis. Develop your skills, express your creativity, and increase your portfolio so that you are prepared to share your work with others. Go to art or photography openings and studios and become familiar with the arts scene and see what others have created. Take a class- on graphic software programs, photography, painting, or other art forms, to get inspiration and learn.

Physical-Technical

Skill	Skill Development and Training Suggestions
Observe Detect and monitor changes in objects, actions, information and events.	<ul style="list-style-type: none"> Practice observing non-verbal cues of people, physical surroundings and the location of objects. Improve your observation skills by viewing art. Look at a work of art for 3 minutes, and be prepared to answer the who, what, where, why and when of each piece. Keep a notebook that accurately describes the observations you make, carefully distinguishing actual observations from ideas and speculations about what was observed.

Action Plan: Highlight or circle the skills that are most important to your personal and professional development and add notes to indicate the actions you will take to build strength in these skills.



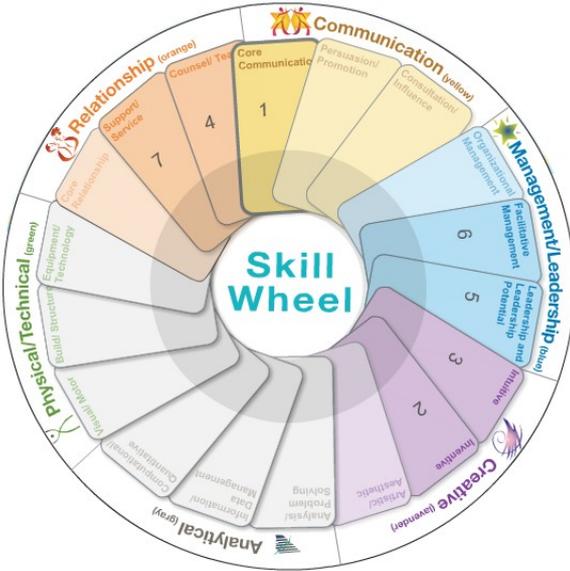
The Road Closures section reports those skills you selected as No/Low Proficiency and have no interest in using or developing at this point in your career. Avoid career options that use these skills in a dominant way. Keep in mind that depending on your career goals it may be important for you to develop certain skills in order to strengthen an overall Skill Set or competency.

 Creative
 Analytical
 Physical-Technical

Skills to Avoid

Skill Category	Skill	Description
Creative	Author/Compose	Use the written word or notes to create an original literary or musical work.
	Perform	Express artistic talent to an audience through singing, dancing, speaking, acting or playing a musical instrument.
Analytical	Manage Data or Records	Collect, maintain and retrieve data using appropriate methods, procedures or technologies.
	Budget	Allocate and schedule expenditures of money, time and resources in executing a plan.
	Forecast	Use numbers, data and trends to anticipate risks and opportunities.
	Compute	Calculate and measure quantifiable data to provide useful information.
	Estimate	Make rough calculations and approximate measurements.
Physical-Technical	Hand Dexterity	Use hands with skill and precision in performing work, using tools, equipment and instruments.
	Body Coordination	Demonstrate physical agility, strength, balance and stamina.
	Build/Construct	Manipulate tools and equipment to assemble objects, parts or structures.
	Restore/Renovate	Renew and repair object to original condition.
	Sketch/Draw	Draft plans, pictures or diagrams to convey ideas or information.
	Operate Equipment	Control, adjust and maintain the operation of mechanical or electronic products or equipment.
	Repair	Diagnose and correct malfunction in mechanical or electronic equipment.
	Inspect/Test	Examine and evaluate performance against a standard.
	Install	Set up, position and adjust equipment, machines or software for use.

Career Tip: As you investigate different career options and opportunities, be sure to evaluate the primary skills required and flag those that match your Road Closures. Use of these skills in a major way could lead to job dissatisfaction or burn-out.



The Skill Wheel prioritizes your specific areas of strength into Skill Sets. Skill Sets are composed of skills that are frequently used together in performing key work functions and tasks.

Review your top Skill Sets using the “view more” link to learn about career and educational options that align with that Skill Set. Most careers use a variety of Skill Sets, so prioritize those that you most enjoy using to evaluate best fit careers and educational programs of interest.

-  **1. Core Communication:** Skilled in exchanging information through verbal, written or non-verbal cues.
-  **2. Inventive:** Adept at forming structures, patterns and connections from information, ideas and images.
-  **3. Intuitive:** Ability to act upon insights and perceptions independent of rational thought.
-  **4. Counsel/Teach:** Skillful in developing and helping individuals and groups achieve their personal and professional goals.
-  **5. Leadership and Leadership Potential:** Skillful in creating a strategic vision and motivating others to achieve excellence in performance.
-  **6. Facilitative Management:** Ability to motivate and empower individuals and groups to greater participation, commitment and high standards of performance.

Additional Skill Sets

Because you possess a number of Skill Sets, you may want to narrow your focus by prioritizing those Skill Sets that are most enjoyable and important to your career goals at this time.

Click on the *View More* link within each skill set for an expanded list.



1. Core Communication

Sample Job Titles:

Corporate Communications Specialist, Fundraiser, Distance Learning Instructor, Medical Assistant, Probation Officer, Instructional Designer

[View more »](#)

Skills included within this SkillSet:

- Listen
- Speak/Interact
- Write

Sample Education/Training Programs:

Communications, Educational Technology, Teacher Education, Criminal Justice, Allied Health Services, e.g. Medical Assisting

[View more »](#)



2. Inventive

Sample Job Titles:

Promotions Specialist, Design Consultant, Merchandiser, Animator, Interior Designer, Program Developer, Psychologist

[View more »](#)

Skills included within this SkillSet:

- Conceptualize
- Synthesize/Integrate
- Visualize
- Design

Sample Education/Training Programs:

Marketing, Design and Visual Communications, Interior Design/Architecture, Industrial Arts, Teacher Education, Psychology

[View more »](#)



3. Intuitive

Sample Job Titles:

Advertising Account Manager, Brand Manager, Fashion Designer, Landscape Architect, Instructional Designer, Art Therapist

[View more »](#)

Skills included within this SkillSet:

- Demonstrate Foresight
- Brainstorm
- Use Intuition

Sample Education/Training Programs:

Advertising, Marketing, Graphic Design, Film/Video and Photographic Arts, Psychology, Teacher Education, Architecture

[View more »](#)



4. Counsel/ Teach

Sample Job Titles:

Career Counselor, Early Childhood Educator, Social Worker, Genetics Counselor, Sports/Fitness Trainer, Tour Leader, Art Therapist

[View more »](#)

Skills included within this SkillSet:

- Counsel
- Train/Instruct
- Facilitate Groups

Sample Education/Training Programs:

Psychology, Clinical Genetics, Gerontology, Vocational Rehabilitation, Tourism and Travel Management, Art/Music Therapy

[View more »](#)



5. Leadership and Leadership Potential

Sample Job Titles:

Hospital Administrator, Public Relations Manager, Human Resources Manager, Community Developer, Sales Manager, Urban Planner

[View more »](#)

Skills included within this SkillSet:

- Make Decisions
- Envision
- Lead

Sample Education/Training Programs:

Hospital Administration, Business Administration, Public Policy, Educational Administration, Urban and Regional Planning

[View more »](#)



6. Facilitative Management

Sample Job Titles:

Human Resources Representative, Labor Relations Manager, Marketing Coordinator, Sport Coach, Quality Control Coordinator

[View more »](#)

Skills included within this SkillSet:

- Build a Team
- Set Goals
- Coach

Sample Education/Training Programs:

Human Resources Management Production and Operations Management, Sports Management, Recreation Management

[View more »](#)



Trip Resources

Additional tools for your journey

Use the variety of tools, links, and resources to assist you with the next steps of your career development and job search journey.

- Assess** Tap into a variety of free exercises to discover your interests, values, personal traits, and ideal work environment. The more you know about your preferences the better decisions you will make about your career.
- Integrate**
 - Gain a holistic view of the connection between your skills with your interests, values, and personality using the Integration Chart and Career Profile.
 - Complete the Brainstorming Exercise, and then email it to peers and colleagues to get more specific career suggestions.
- Explore** Useful educational and career information websites for education and career planning.
- Develop** Learn about free or low cost services to help with your career planning, transition, or job search.
- Promote** More resources and links to help you communicate your skills and preferences in resumes, cover letters, and interviews.

Resources Links

Assessment Resources	Description
SkillScan Assessment Exercises	A collection of assessment Exercises that can be used to create a holistic view of career preferences. Several included exercises are listed below.
Interests Assessment	A quick exercise based on Holland's general occupational themes to identify interest themes
Discovering your Interests	An exercise for identifying your specific interests
Values Assessment Exercise	A tool for identifying your core values and the connection between these values and your skills
Ideal Work Environment	An exercise to identify and prioritize ideal work conditions
Personality Traits	An exercise to help you clarify your strongest personal qualities
Career Profile	A form for recording all of your assessment information into a personalized document

Integration Resources	Description
Career Profile Interactive Template	A template for summarizing skills and preferences to formulate a comprehensive career profile
Brainstorming Career Options Template	An exercise for generating career ideas based on your skills, interests and values. Use this exercise in groups or email your template to peers/colleagues/co-workers to collect even more career ideas.
Integrate Assessment Themes - Advance Pack and/or Career Driver Online	An interactive template for recording Holland Interests, Values, Skills and Personality Type to identify core career preferences
Integrate Assessment Themes – Career Driver Online and Career Leader Business Interests	An interactive template for recording Holland Interests, Skills, Business Interests, Values and Personality Type to identify core career preferences

Exploration Resources	Link	Description
Education Planning	Petersons.com	A comprehensive education resource with information about colleges, test preparation, etc.
	College Net.com	College search, applications and scholarships
	Fastweb.com	A site devoted to identifying scholarships, colleges, internships and jobs
	CareerOneStop Training and Education Center	A government-sponsored website designed to help you identify training needs and find training resources
Careers	UC Berkeley Career Center: Career Exploration Resources	An extensive database of occupational information
	Job Star	A California-based source of career and job search information
	Occupational Outlook Handbook	Bureau of Labor Statistics site for exploring occupations
	O*Net OnLine	The nation's primary source of occupational information

Development Resources	Description
Your Local College Career Center	College career centers may provide you with the following resources: career and academic counseling, career and life planning courses, a career library, internship and employment resources, and alumni programs
Professional Career Counselors	A listing of qualified career counselors can be found on the National Career Development Association website
Local One-Stop Career Centers	Assist individuals with career information, employment and career management resources

Promotion Resources	Description
Monster.com	Resources for getting a job including resume and interview help
Job Star: California's Job Search Guide	Gives quick overviews on resumes, cover letters, and interviewing
Susan Ireland Resumes	Numerous resume samples and tips on writing your resume
Quintessential Careers	A leading provider of career advice and helpful information on interviewing

Action Plan: Utilize the information in this report and through your exploration of career options to enhance your resume. The Skill Categories and Skill Sets titles are helpful in developing functional titles for a skill-based resume. Use the Connecting Skill Categories with Skill Title for Resumes reference sheet located in the SkillScan Learning Center to connect your assessment results to functional titles that are commonly included in employer job descriptions, and be sure to highlight such functional titles in your resume.