

WORKPLACE VALUES

Why do you want to work?

List your top 5 reasons:

1. _____
2. _____
3. _____
4. _____
5. _____

Why do we work?

We typically associate working with earning money, yet there are many other reasons why we work including:

- Feeling productive
- Building Self-Esteem
- Wanting to Contribute
- Our Interests

Our personal values play a large role in what type of jobs and careers people choose, and how those roles fulfil their values and provide satisfaction. Complete the worksheet on the following page to get a sense of what is important to you

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VALUES AND PRIORITIES WORKSHEET

Rank the following in order of importance to you with **#1** = the most important and **#12** = the least important.

ACHIEVEMENT	sense of accomplishment	
FAMILY LIFE	quality time spent with your family	
INDEPENDENCE	being in charge of yourself	
LEISURE TIME	free for activities you like to do	
MONEY	financial income	
PERSONAL GROWTH	growing as an individual, becoming more competent	
LEADERSHIP	ability to influence and lead others	
MOTIVATION	desire to achieve a high level of performance	
PRESTIGE	respect given to you by your friends, colleagues and the community	
RECOGNITION	Awards, publicity, congratulations	
SECURITY	the certainty of knowing your position today will be there tomorrow	
SELF-ESTEEM	your personal opinion of your self-worth	

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WHAT DO YOU EXPECT FROM WORK?

Check off each of the items in the columns which best correspond to your reactions. Then summarize the important elements, using the ***Summary of Elements I Feel Are Essential To Job Satisfaction***.

I WOULD LIKE A JOB THAT...	VERY IMPORTANT	SOMEWHAT IMPORTANT	UN- IMPORTANT
1. Allows me an opportunity to be of service to others.	_____	_____	_____
2. Enables me to be creative and artistic.	_____	_____	_____
3. Enables me to use technology and the Internet.	_____	_____	_____
4. Enables me to think on my own and learn how and why certain things work the way they do.	_____	_____	_____
5. Gives me a feeling of satisfaction in a job well done.	_____	_____	_____
6. Enables me to attain a certain social position and gain the respect of others.	_____	_____	_____
7. Allows me to plan and prepare the work of others.	_____	_____	_____
8. Provides me with a salary which will satisfy my material needs.	_____	_____	_____

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	VERY IMPORTANT	SOMEWHAT IMPORTANT	UN- IMPORTANT
9. Provides a feeling of security.	_____	_____	_____
10. Enables me to perform my duties in pleasant surroundings, which are not too hot, too cold, dirty, noisy, etc.	_____	_____	_____
11. Enables me to work with a supervisor who is fair and with whom I can get along well.	_____	_____	_____
12. Enables me to work with people I like and get to know them better.	_____	_____	_____
13. Enables me to live as I would like and to be the person I wish to be.	_____	_____	_____
14. Provides me with an opportunity to do a great variety of things.	_____	_____	_____
15. Enables me to make full use of my abilities.	_____	_____	_____
16. Keeps me continually busy.	_____	_____	_____
17. Includes opportunities for advancement.	_____	_____	_____
18. Enables me to give advice to others.	_____	_____	_____

19. Enables me to work alone.

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	VERY IMPORTANT	SOMEWHAT IMPORTANT	UN- IMPORTANT
20. Enables me to do things which do not go against my principles.	_____	_____	_____
21. Enables me to be recognized for the quality of my work.	_____	_____	_____
22. Enables me to work with supervisors who train their team members well.	_____	_____	_____
23. Enables me to plan my work responsibilities with a minimum of supervision.	_____	_____	_____
24. Enables me to conduct on-line research.	_____	_____	_____
25. Enables me to invent or design new products or develop new concepts.	_____	_____	_____
26. Enables me to use entrepreneurial initiative.	_____	_____	_____

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SUMMARY OF ELEMENTS

I FEEL ARE ESSENTIAL TO JOB SATISFACTION
IN ORDER OF IMPORTANCE:

1.

2.

3.

4.

5.

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Values & Job Choice

So why are work values important? They help us choose our jobs/careers with confidence. Here is breakdown of using our work values in our careers, adapted from the research of Louis E. Raths.

Choosing: We have the right to choose our values and choose our careers.

To choose Freely

To choose from alternatives

To choose from alternatives after considering the consequences of each alternative

Prizing: We need to be comfortable and confident with our choices- thereby prizing them.

Cherishing and being happy with the choice

Willing to affirm the choice publicly

Acting: Putting our values into action.

Actually doing something with the choice.

Acting repeatedly on the value over time

We are going to talk more about our work values tomorrow and start the acting piece of this.

SKILLS

The next part of this workshop will help you uncover and identify your most marketable skills – the skills you would want to highlight in an interview. By the end of this workshop you will be able to know and show your personal, transferable skills and job specific.

How many skills does the average adult have??

Where do we gain our skills?

Many people believe that skills only come from work experience. Although this is true, it's important to remember that many skills come from a number of other activities such as volunteering and personal activities. Often, you may be unaware of the skills that you have. This is because we tend to believe "skills" mean only "work related skills". There are also transferable skills and personal skills which are also important. Let's brainstorm on where skills can be acquired.

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3 Types of Skills

Knowing what skills you possess is at the core of all aspects of a successful job search. You need to know your skills for deciding on job goals, researching potential employers, preparing applications, resume and cover letters, for talking to people about the kind of work you are looking for and to convince an interviewer that you are the person to hire. Skills are generally classified into one of three categories - Personal Skills, Transferable (or soft) Skills, and Job Specific skills.

1. Personal Skills

Personal skills are similar to personality traits. These skills describe what you are like as a person and how you would naturally do things.

2. Transferable (Soft) Skills

Transferable skills are those skills which can be easily taken with you (or transferred) from one environment to another.

3. Job Specific Skills

Job Specific skills relate specifically to certain types of jobs or job fields. These skills are easy to recognize, however, they can be difficult to transfer from job to job.

Five Ways to Identify Skills

- From personal achievements
- A happy role you've occupied
- A peak experience
- Skills inventory
- Ask your friends

We will be using a variety of these tools to identify your skills today.

Personal Skills/Attributes

Personal skills are who you are as a person. For example, I am more introverted instead of extroverted. That can be a personal skill, whereas I am also friendly and work well with people- which are soft skills.

The following skills listed are skills that are especially important to your work life. These are all skills that we will continue to cover and develop throughout the program.

- **Self-Esteem:** Understand how beliefs affect how a person feels and acts; "listen" to and identify irrational or harmful beliefs you may have; and understand how to change these negative beliefs when they occur.
- **Self-Management:** Assess your knowledge and skills accurately; set specific, realistic personal goals; monitor progress toward your goal.

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- **Responsibility:** Work hard to reach goals, even if task is unpleasant; do quality work; display high standard of attendance, honesty, energy, and optimism.

From this list of Self-Management Skills, star the ones that you think you have, then beside each one you chose, write how that attribute manifests itself. Ex. I am caring because I listen to my friends when they have a bad day.

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ASSESSING YOUR SELF-MANAGEMENT SKILLS CHECKLIST

To give you an idea of some of the self-management skills you have, look at the following list. Start off by saying, "I am..." and circle words that best describe you. Remember that these skills can make the difference between being hired and not being hired.

accurate	consistent	formal	original	quiet
adaptable	constructive	frank	outgoing	realistic
adventurous	cool-headed	friendly	patient	receptive
aggressive	cooperative	generous	people-oriented	reflective
alert	courageous	hard-working	patient	resourceful
ambitious	courteous	helpful	perfectionist	relaxed
amiable	creative	honest	persevering	responsible
analytical	curious	humorous	personable	retiring
articulate	daring	imaginative	pleasant	risk-taking
assertive	decisive	independent	positive	secure
attentive	dedicated	industrious	practical	sensitive
attractive	deliberate	informal	precise	sharp-witted
broad-minded	dependable	innovative	natural	sincere
business-like	determined	inventive	objective	smart
calm	diligent	keen	obliging	sociable
capable	diplomatic	kind	open-minded	sophisticated
careful	disciplined	knowledgeable	optimistic	spontaneous
cautious	discreet	light-hearted	orderly	stable
charitable	dominant	logical	organized	talented
charming	eager	loving	productive	teachable
cheerful	easy-going	loyal	progressive	tenacious
clear-thinking	efficient	mature	prudent	thorough
clever	empathetic	methodical	punctual	thoughtful
competent	energetic	meticulous	purposeful	tolerant
competitive	enjoyable	moderate		trusting
confident	enterprising	modest		trustworthy
conscientious	enthusiastic	motivated		unaffected
conservative	expressive			versatile
considerate	firm			
	flexible			
	forgiving			

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Transferable or Soft Skills

Soft skills, or transferable skills, are increasingly becoming the hard skills of today's workforce. It's just not enough to be highly trained in technical skills, without developing the interpersonal and relationship-building skills that help people to communicate and collaborate effectively.

While your job specific/technical skills may get your foot in the door, your people skills are what open most of the doors to come. Your work ethic, your attitude, your communication skills, your emotional intelligence and a whole host of other personal attributes are the soft skills that are crucial for career success.

These people skills are more critical than ever as organizations struggle to find meaningful ways to remain competitive and be productive. Teamwork, leadership, and communication are underpinned by soft skills development. Since each is an essential element for organizational and personal success, developing these skills is very important and does matter... a lot!

Transferable/Soft Skills Checklist Activity

Go through the Transferable Skills Checklists below and check off any and all of the skills that you already have. Think back to our conversation around self-awareness and self-confidence. Please don't be hard on yourself and question whether you have a particular skill or not, or whether that skill is good enough or developed enough. If you answer yes right away to a skill, then check it off. If you answer no right away, do not check it off. If you are not sure, leave it blank or star it and come back to it later. There are no wrong answers, or any judgement about whether you have a skill or not. Then complete the summary to develop a concise narrative around your skills.

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ASSESSING YOUR TRANSFERABLE/FUNCTIONAL SKILLS CHECKLIST

Go over the following 3 Transferable/Functional Skills Check Lists. Circle the skills you have developed and are capable of. Which ones do you enjoy using and want to use in your next job or career? Think of examples of how you used these skills in your work and personal life. List as many as you can.

Remember your Transferable/Functional Skills are the constant factors you can rely on to make you a marketable product. They set you apart from everyone else and represent a powerful asset for you when creating an employment or career target.

WITH PEOPLE

Act assertive
 Appraise and develop others
 Assist others
 Coach
 Communicate clearly and effectively
 Consult
 Coordinate
 Counsel
 Delegate
 Empathize
 Enforce
 Evaluate performance of others
 Express ideas
 Express feelings
 Facilitate
 Hire
 Influence
 Inform
 Initiate
 Interview others
 Lead others
 Liase

Listen attentively
 Manage people
 Mentor
 Motivate others
 Negotiate
 Network
 Oversee
 Persuade others
 Plan social occasions and activities
 Promote ideas
 Protect, guard
 Recruit
 Resolve conflict
 Sell
 Serve customers
 Serve others
 Show support
 Speak well in public
 Supervise
 Teach, educate, instruct
 Train people
 Work effectively on a team

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ASSESSING YOUR TRANSFERABLE/FUNCTIONAL SKILLS CHECKLIST

WITH DATA

Analyze	Keep records
Appraise	Maintain schedules
Assess	Make decisions
Attend to details	Manage database systems
Calculate	Manage projects
Check	Monitor budget tracking systems
Classify things and ideas	Navigate
Compute	Operate computer terminal
Conceive, create, and develop ideas	Organize
Critique writing	Plan projects
Delegate	Prepare
Design	Prioritise
Determine policy	Question
Develop structure	Reason
Diagnose	Research using on-line or print resources
Edit and proofread	Schedule
Estimate	Synthesize
Evaluate	Test
Follow instructions	Think logically
Formulate	Update
Hypothesize	Use statistics
Implement/Follow through	Use mathematics
Initiate and promote change	Verify
Innovate	Work with abstract materials/concepts
Inspect	Write proposals/technical material
Investigate	Update

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ASSESSING YOUR TRANSFERABLE/FUNCTIONAL SKILLS CHECKLIST

WITH THINGS

Assemble
Be athletic
Build/Construct
Create webpages
Cook/Bake/Food Preparation
Dance
Design
Display
Draft
Draw or illustrate
Drive heavy equipment
Drive vehicles
Fix
Garden
Grow things
Inspect construction
Keyboard
Lift
Maintain
Operate
Paint

Perform
Paint
Play a musical instrument
Perform
Print
Repair
Sort
Shape/Sculpt
Service
Sew
Troubleshoot
Use tools
Use weapons
Visualize size and shape
Work outdoors
Work with animals
Work with Internet technology
Work with database systems
Work with instruments
Work with machines/equipment
Work with nature
Work in construction industry
Weave/Knit

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ASSESSING MY SKILLS SUMMARY

- What work content skills do I have?

- What self-management skills do I have?

- What functional skills do I have?

(a) with data

(b) with things

(c) with people

- What skills do I need to develop or acquire in each these areas?

Job Specific Skills

Now to job specific skills, also called hard skills. Look through the following checklists (this is the last checklist today, I promise) and check off the hard skills you have. At the bottom, write down the top six you want to use in your career. Beside each skill you write at the bottom, note the letter of the box it came from. For example, the first skill in the “R” box at the top right is “assemble”. So if you choose assemble as a skill you want to use, write the letter R beside it in the list of 6 at the bottom. Note that these letters, RIASEC, have a purpose- they are part of a model called the Holland Code. We will use this model later to help you decide what type of career/job you are interested in.

<p>R</p> <p>Physical & Technical</p> <p><input type="checkbox"/> Assemble <input type="checkbox"/> Move <input type="checkbox"/> Bend <input type="checkbox"/> Punch <input type="checkbox"/> Bind <input type="checkbox"/> Repair <input type="checkbox"/> Build <input type="checkbox"/> Setting-up <input type="checkbox"/> Cut <input type="checkbox"/> Drill <input type="checkbox"/> Drive <input type="checkbox"/> Feed <input type="checkbox"/> Grind <input type="checkbox"/> Handle <input type="checkbox"/> Lift</p>	<p>I</p> <p>Research & Science</p> <p><input type="checkbox"/> Analyze <input type="checkbox"/> Interpret <input type="checkbox"/> Clarify <input type="checkbox"/> Interview <input type="checkbox"/> Collect <input type="checkbox"/> Investigate <input type="checkbox"/> Critique <input type="checkbox"/> Read <input type="checkbox"/> Evaluate <input type="checkbox"/> Reason <input type="checkbox"/> Examine <input type="checkbox"/> Review <input type="checkbox"/> Gather <input type="checkbox"/> Survey <input type="checkbox"/> Inspect <input type="checkbox"/> Synthesize <input type="checkbox"/> Troubleshoot</p>	<p>A</p> <p>Creative & Communication</p> <p><input type="checkbox"/> Abstract <input type="checkbox"/> Listen <input type="checkbox"/> Act <input type="checkbox"/> Negotiate <input type="checkbox"/> Create <input type="checkbox"/> Paint <input type="checkbox"/> Design <input type="checkbox"/> Perceive <input type="checkbox"/> Discriminate <input type="checkbox"/> Perform <input type="checkbox"/> Edit <input type="checkbox"/> Persuade <input type="checkbox"/> Express ideas <input type="checkbox"/> Report <input type="checkbox"/> Humor <input type="checkbox"/> Speak <input type="checkbox"/> Imagine <input type="checkbox"/> Shape <input type="checkbox"/> Innovate <input type="checkbox"/> Visualize <input type="checkbox"/> Interpret <input type="checkbox"/> Write <input type="checkbox"/> Interview <input type="checkbox"/> Invent</p>
<p>S</p> <p>Helping Teaching</p> <p><input type="checkbox"/> Care <input type="checkbox"/> Speak <input type="checkbox"/> Coach <input type="checkbox"/> Team Work <input type="checkbox"/> Counsel <input type="checkbox"/> Advise <input type="checkbox"/> Guide <input type="checkbox"/> Clarify <input type="checkbox"/> Intuition <input type="checkbox"/> Coach <input type="checkbox"/> Lead <input type="checkbox"/> Coordinate <input type="checkbox"/> Listen <input type="checkbox"/> Develop <input type="checkbox"/> Mentor <input type="checkbox"/> Encourage <input type="checkbox"/> Observe <input type="checkbox"/> Explain <input type="checkbox"/> Refer <input type="checkbox"/> Facilitate <input type="checkbox"/> Relate <input type="checkbox"/> Facilitate <input type="checkbox"/> Sensitivity <input type="checkbox"/> Inform <input type="checkbox"/> Service <input type="checkbox"/> Stimulate <input type="checkbox"/> Support</p>	<p>E</p> <p>Management & Sales</p> <p><input type="checkbox"/> Assess <input type="checkbox"/> Lead <input type="checkbox"/> Coach <input type="checkbox"/> Make <input type="checkbox"/> Contract <input type="checkbox"/> decisions <input type="checkbox"/> Delegate <input type="checkbox"/> Manage <input type="checkbox"/> Develop <input type="checkbox"/> Mediate <input type="checkbox"/> Direct <input type="checkbox"/> Motivate <input type="checkbox"/> Evaluate <input type="checkbox"/> Organize <input type="checkbox"/> Hire <input type="checkbox"/> Plan <input type="checkbox"/> Influence <input type="checkbox"/> Make Policy <input type="checkbox"/> Initiate <input type="checkbox"/> Solve <input type="checkbox"/> Problems <input type="checkbox"/> Reconcile <input type="checkbox"/> Recruit <input type="checkbox"/> Schedule <input type="checkbox"/> Sell <input type="checkbox"/> Supervise</p>	<p>C</p> <p>Financial Detail</p> <p><input type="checkbox"/> Account <input type="checkbox"/> Arrange <input type="checkbox"/> Accuracy <input type="checkbox"/> Classify <input type="checkbox"/> Allocate <input type="checkbox"/> Collate <input type="checkbox"/> Analyze <input type="checkbox"/> Collect <input type="checkbox"/> Appraise <input type="checkbox"/> Compile <input type="checkbox"/> Audit <input type="checkbox"/> Copy <input type="checkbox"/> Bookkeep <input type="checkbox"/> Dispatch <input type="checkbox"/> Budget <input type="checkbox"/> File <input type="checkbox"/> Calculate <input type="checkbox"/> Follow-through <input type="checkbox"/> Compute <input type="checkbox"/> Meet <input type="checkbox"/> Keep Records <input type="checkbox"/> deadlines <input type="checkbox"/> Prepare <input type="checkbox"/> Purchase <input type="checkbox"/> Raise Funds <input type="checkbox"/> Record <input type="checkbox"/> Retrieve</p>

From the checked skills, write down the top six skills you wish to use in the future:

1. _____ 2. _____ 3. _____
 4. _____ 5. _____ 6. _____

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How do you learn job specific skills?

There are several ways to learn job specific skills:

- Education and training (For example, this program provides WHMIS training, which can be job or industry specific)
- Reading and studying (You can learn some job specific skills without needing to do formal education or training. The Lynda.com course or courses you take while in Step Ahead would be considered studying.)
- Working with and observing others (A lot of skills can be learned while on the job. For example, you may have good computer skills but you could learn how to use a specific database at work.)

Next Steps

To recap, what are the three types of skills discussed today?

- 1.
- 2.
- 3.

And what was the point of defining your work values and filling out all those checklists?

In the next workshop, you will apply everything from today and put it into action!

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