

YOU'VE GOT MORE SKILLS THAN YOU THINK!

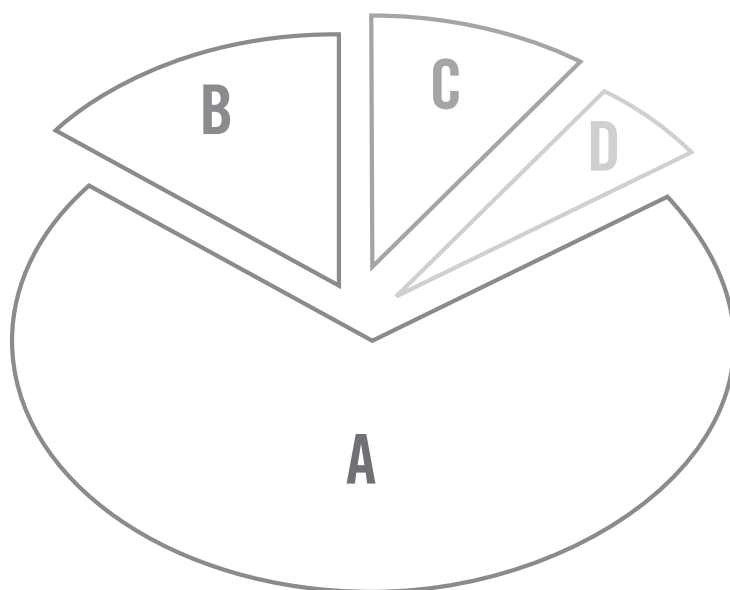


You'll be amazed at how many skills you possess once you start to look at yourself in a wider perspective. That means taking into account the kind of things you get involved in away from your day-to-day routine.

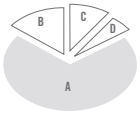
The example overleaf illustrates the benefits of thinking on a broader perspective.

**“I'm only a marketing/
admin assistant”**

Try the exercise for yourself – looking at your family, social life and other non-work-related activities. You'll be surprised how many skills you really have... *(see overleaf)*



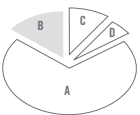
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A. FULL-TIME WORK – MARKETING/ADMIN ASSISTANT

SKILLS GAINED

TASKS	ENTERPRISE	PROCESSING	PEOPLE	CREATIVE	EXPLORING	PRACTICAL
OFFICE ORGANISATION	Self Managing	Office Skills	Managing	Creating	Solving problems	Operating
MARKETING RESEARCH AND ANALYSIS	Selling	Computing	Communicating	Media	Exploring	
DEALING WITH CLIENT CALLS AND ENQUIRIES	Enterprising		Helping/ Understanding	Thinking Laterally	Interviewing	Using Senses
DATABASE DEVELOPMENT		Reviewing/ Computing		Creating	Exploring	
LIAISON WITH SALES TEAM	Networking		Teamworking		Exploring	
COMPETITION AND PRICING SURVEY		Reviewing		Designing	Solving problems	

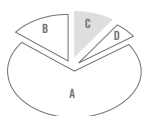


B. VOLUNTARY WORK – LEADER, SOCIAL CLUB FOR ADULTS WITH LEARNING DIFFICULTIES

SKILLS GAINED

TASKS	ENTERPRISE	PROCESSING	PEOPLE	CREATIVE	EXPLORING	PRACTICAL
ORGANISING FUND RAISING EVENTS	Enterprising	Finance	Managing	Thinking Laterally		
LEADING A TEAM OF VOLUNTEERS	Leading		Communicating	Visioning		
RUNNING A VARIETY OF ACTIVITIES	Self Managing	Words & Pictures	Teamworking	Designing	Exploring	Producing
SUPPORTING CLUB MEMBERS & THEIR FAMILIES	Networking		Understanding		Learning	Nurturing
ENCOURAGING NEW VOLUNTEERS	Selling		Helping	Thinking Laterally	Spotting Potential	

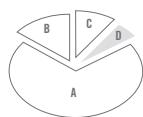
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C. PART-TIME WORK – WAITRESS

SKILLS GAINED

TASKS	ENTERPRISE	PROCESSING	PEOPLE	CREATIVE	EXPLORING	PRACTICAL
TAKING ORDERS & SERVING FOOD	Selling/Enterprise	Computing	Communicating/Helping	Thinking Laterally	Interviewing	Operating
DEALING WITH CUSTOMERS	Networking	Reviewing	Understanding	Creating	Solving Problems	Nurturing
DEALING WITH PAYMENT FOR THE MEAL		Finance	Communicating		Exploring	Operating
SETTING TABLES						Producing
TRAINING STAFF	Networking	Reviewing	Helping	Creating	Interviewing	



D. COMMUNITY WORK – RUNNING LOCAL YOUTH HOCKEY TEAM

SKILLS GAINED

TASKS	ENTERPRISE	PROCESSING	PEOPLE	CREATIVE	EXPLORING	PRACTICAL
TRAINING HOCKEY SKILLS		Reviewing	Helping	Creating	Learning	Well-Being
ORGANISING MATCHES AND TRANSPORT		Office Skills	Communicating		Solving Problems	
MOTIVATING THE TEAM	Leading		Understanding	Visioning	Spotting Potential	Nurturing
RECRUITING NEW MEMBERS TO THE TEAM	Enterprising		Teamworking	Media	Interviewing	
KEEPING THE TEAM RUNNING	Networking	Finance	Managing	Thinking Laterally	Exploring	
PROMOTING THE TEAM	Enterprising	Words & Pictures	Communicating	Designing	Solving Problems	Producing