

THE NEW EMPLOYABILITY SKILLS INVENTORY

**From: Put Your Spirit to Work:
Life Work Transitions in the 21st Century**

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The new employment contract requires a new set of career management and self employment skills. Whereas the workplace used to be stable, linear, and hierarchical in nature, now it is fluid and always changing. The new workplace requires preparedness for flexible employment opportunities instead of commitment for long-term job security. This puts a greater responsibility on the individual to think ahead, gain new skill sets, and be able to self-market.

Rank Your Career Management & Self Employment Competencies

Rank yourself on the following skill sets from 1 to 5
1 being “not at all” and 5 representing “mastery.”

1- Not at All 2 3 4 5-Mastery

Managing Change = Managing Your Career

1. Career Assessment – Today’s knowledgeable worker realizes that career management is an on-going part of one’s continuous professional development
 - You frequently assess and update your proficiency with skills and knowledge
 - You create learning goals to remain current and informed
 - You are able to identify, create and communicate with multiple networks from diverse areas for the purpose of advancing career opportunities and maximizing your resources

1- Not at All 2 3 4 5-Mastery

2. Self-Management - The “personal is professional” and the more authentic you can be in terms of work style and personal values the better for you. Bringing your spirit to work in the 21st century requires the ability to promote your self through commitment to your purpose and your values.
 - You are committed to raising your consciousness
 - You demonstrate initiative and progress through adversity
 - You work independently with increasing awareness of the larger community

1- Not at All 2 3 4 5-Mastery

3. Interpersonal and Facilitation - The skills listed in this category focus on relationship building in acquiring and maintaining work. They are also important in communicating with partners, vendors and customers across the board.
 - You demonstrate insight into motivating human behavior

- You develop and practice team building skills
- You manage conflict and practice negotiation and mediation skills

1- Not at All 2 3 4 5-Mastery

4. Project Management - For the unemployed or the employed, project management skills allow you to work with others to get the job done and to partner with others in accomplishing results.

- You are able to manage and acquire information and resources
- You broker services through partnering and collaboration
- You anticipate and practice troubleshooting and problem solving

1- Not at All 2 3 4 5-Mastery

5. Planning and Decision-Making - When we are clear on our priorities we make better decisions; but we also need a clear plan or vision and criteria.

- You possess the ability to visualize, to plan and to set goals
- You establish a daily structure that encourages individual responsibility
- You are able to identify criteria for success and then review and readjust

1- Not at All 2 3 4 5-Mastery

6. Leadership - As a leader to collaborators, customers and other consultants in your field or business community you excel at creating long-lasting relationships and are a recognized leader in your field.

- You possess the ability to act as a leader and develop the discipline of building community;
- You are committed to aligning various courses of action that will empower individuals;
- You are willing to co-create and share the results.

1- Not at All 2 3 4 5-Mastery

7. Computer Technology - The ability to learn new databases, software and technology, and integrate the latest social media is a key determinant of successful employability.

- You demonstrate competence with online resourcing, including social media accessibility
- You adequately demonstrate database management and retrieval and word processing skills
- You effectively use online research tools to access career and industry related information.

1- Not at All 2 3 4 5-Mastery

8. Growth and Development: There is a need for a plan for continuous self development and life long learning. We need to stay passionate about our subject matter and motivated from within to master these skills as well as others essential to outstanding performance. Mastering this skill set will set you up with a plan for life long learning.

- You can identify resources online and in person to acquire new skills
- You have a plan for developing more personal and professional balance
- You realize your goals of continuous learning to become all you can be and realize your potential requires a financial investment.

1- Not at All 2 3 4 5-Mastery

9. Creativity and Visioning – You will need this skill set to initiate new activities and to create a “buzz” of originality to your products and services.

- You quickly respond and act on something so compelling that is right in front of you
- You intuitively know what can and must be done
- You possess the ability to initiate, develop and maintain ideas, synthesize, adapt and improve.

1- Not at All 2 3 4 5-Mastery

10. Time Management - Time is one of the most personal tools for transformation when you are engaged in work that you love and are self-directed. The continuum of activities that you are responsible for on a daily basis requires the ability to manage your time.

- You develop a list of goals on a weekly basis of things that have to be done and somehow stick to most of it.
- You are “comfortable” with the balance of time spent working “on” the business and “in” the business (building and delivering products/services
- You manage to accept there will be days when you don’t get enough done, but acknowledge what you did accomplish

1- Not at All 2 3 4 5-Mastery

Congratulations on completing your personal employability skills inventory. Now develop an action plan for increasing your competency in 2 – 3 areas where you want to develop more mastery. Check in every 3 – 6 months and see how well you are doing.