



Work better, live better.

MARKETABLE / TRANSFERABLE SKILLS

As you explore your career options, it is important to know your skills and those that might be transferrable.

Knowing your skills will help you present yourself well. This is especially important as you explore options -- whether in your current profession / industry or different ones.

Use the lists that follow to identify your current skills. Place a ✓ (checkmark) next to all the skills that you CAN DO.

Next, take a second pass at the lists to narrow your results to those skills that you can do, but most importantly, that you LIKE TO DO. Put a line through the ✓ (checkmark) of those skills, creating a ✓ ~~(checkmark with an x).~~

Of the skills you've now narrowed (that is, those identified with a ✓ ~~checkmark with an x), circle ○ the ones at which you EXCEL.~~

List those skills that are circled ○ in the *Flourish Factor* Profile found at the end of this handout.

Finally, to identify your skill clusters-- or core competencies, review the lists again and identify the categories with the greatest number of results.

For example, if you believe 3 of your 6 biggest categories of skills are Communication, Data Management, and Service, then list those on the *Flourish Factor* Profile as well. They represent your best skills and are most likely to be transferable.

COMMUNICATION					
	Adjudicating		Interviewing		Presenting ideas
	Corresponding		Interrogating		Proof reading
	Debating		Lecturing		Public speaking
	Defend a client		Listening		Relating
	Defend a company		Managing conflict		Resolving issues
	Defend a position		Mediating		Selling
	Drawing		Negotiating		Teaching
	Editing		Performing		Writing
	Facilitating		Persuading		Other

DATA MANAGEMENT

Analyzing data	Evaluating	Observing
Assessing quality	Forecasting	Researching
Benchmarking	Gathering data	Setting standards
Comparing	Interpreting	Taking inventory
Computing	Managing information	Other
Managing documents	Measuring	Other

ENGINEERING, MANUFACTURING, & CONSTRUCTION

Architectural design	Lean Manufacturing	Reducing
Bid proposal	Liaison	Repairing
Code compliance	Logistics	Repurposing
Conserving Energy	Managing energy systems	Safety
Controlling quality	Managing facilities	Scheduling
Cost estimating	Managing factories / plants	Shipping & Receiving
Designing	Managing supply chains	Surveying
Drafting	Manufacturing	Time & Motion studies
Environmental compliance	Materials Planning	Toxicity reduction
Ergonomics	Optimizing Energy Use	Traffic management
Fault analysis	Planning	Vendor / supplier negotiating
Forecasting	Project feasibility analysis	Vendor / supplier sourcing
Green sustainability	Project management	Warehousing
Integrating technology	Reading and interpreting Blueprint / Schematics	Waste reduction
Inventory Planning	Reclaiming	Waste water reduction
Just in Time	Recycling	Water reclamation

FINANCIAL MANAGEMENT

Analyzing statistics	Cost accounting	Managing cash
AR/AP	Cost controls	Managing contracts
Audit preparation	Credit management	Growing margins
Auditing	Developing proposals	Negotiating
Balancing	Enhancing assets / capital	Payroll
Bookkeeping	Evaluating assets	Purchasing /



				Procurement
	Budgeting		Financial analysis	Reconciling
	Collections		Forecasting	Tax Planning
	Controlling		General accounting	Vendor sourcing

INTERNATIONAL RELATIONS				
	Bartering		Diplomatic Protocol	International marketing
	Cross cultural communicating		Exporting	Learning foreign languages
	Cultural sensitivity		Foreign Exchange Management	Localization
	Customs & Immigration		Importing	
	Developing channels		International licensing	

LEADERSHIP				
	Active listening		Empowering others	Partnering
	Attracting a following		Engaging others	Risk taking
	Benchmarking		Influencing	Strategizing
	Collaborating		Leading	Taking command
	Consensus building		Making decisions	Visioning

MANAGEMENT				
	Advising		Formulating	Managing timelines
	Approving		Governance	Problem solving
	Business planning		Growing revenue	Process improvement
	Code compliance		Implementing	Project management
	Consulting		Instructing	Restructuring
	Deciding		Interpreting policy	Serving as a change agent
	Delegating		Inventory management	Setting direction
	Developing procedures		Managing people	Setting standards
	Developing systems		Managing quality	Solving problems
	Directing		Managing tasks	Turn-around operations

ORGANIZATION					
	Administering		Developing timelines		Reporting
	Assigning		Filing		Restructuring
	Cataloging		Following up		Scheduling
	Categorizing		Planning		Setting priorities
	Coordinating		Projecting		
	Correcting		Recording		

PLANNING					
	Analyzing		Creating timelines		Surveying
	Arranging		Event planning		Time management
	Conceptualizing		Organizing		Workflow management
	Creating		Strategizing		Writing

RESEARCH					
	Analyzing		Evaluating		Researching
	Comparing		Gathering data		Reviewing
	Conducting due diligence		Interpreting		Surveying
	Deposing		Measuring		
	Discovering		Needs assessment		

SALES & MARKETING					
	Account management		Determining needs		Merchandising
	Advertising		Developing business		Negotiating
	Analyzing markets		Developing channels		New product launches
	Branding		Following up		Presenting
	Building loyalty		Influencing		Pricing
	Building relationships		Informing customers		Product design
	Closing		Launching products		Product expertise
	Cold calling		Managing products		Promoting
	Contacting		Managing sales		Proposal development
	Convincing		Market research		Retaining customers
	Creating		Meeting quotas		Selling

SERVICE					
	Administering grants		Diagnosing		Patient care
	Advocating		Emergency response		Rehabilitating
	Case management		Entertaining / Hosting		Solving problems
	Coaching		First Aid		Teaching
	Community outreach		Fund raising		Testing
	Counseling		Guiding		Workplace safety
	Crisis intervention		Helping		



SUPPORT

	Building loyalty		Customer service		Retaining customers
	Building relationships		Handling complaints		Sales support
	Client relations		Person-to-person contact		Screening calls

TALENT MANAGEMENT

	Aligning talent		Facilitating		Providing feedback
	Assessment		Hiring		Recruiting
	Certifying professionals		Instructional design		Staffing
	Coaching		Interviewing		Succession planning
	Designing systems		Investigating		Team building
	Developing policies		Managing change		Training
	Evaluating performance		Mentoring		

TECHNICAL / SYSTEMS MANAGEMENT

	Administration		Engineering		Scientific research
	Classifying		Enterprise architecture		Security
	Coding		Imaging		Server management
	Computing		Installing		Site assessment
	Data analysis		Inventing		Storing
	Data architecture		Monitoring		Systems analysis
	Data recovering		Network administration		Systems development
	Database administration		Performing maintenance		Systems management
	Database development		Programming		Tooling
	Database management		Quality assurance		Troubleshooting
	Debugging		Query development		Web design
	Designing		Reading and interpreting Blueprint / Schematics		Web master
	Developing products		Repairing		Wiring / rewiring
	End user support		Report writing		

Reminder: Transfer your top skill categories as well as the top individual marketable skills to the *Flourish Factor* Profile found at the end of this handout.

IRREPRESSIBLE SKILLS

When you are successful, it is usually because you are applying your skills and strengths. That's what Irrepressible Skills are -- they keep coming up again and again. It means your skills are an asset for the task at hand.

An analysis of your achievements, accomplishments and successes, can therefore lead to a clear definition of those skills and traits.

A key element of this analysis is the identification of recurring patterns or themes. These skills are what we call Irrepressible Skills.

IRREPRESSIBLE SKILL #1 Choose a work related accomplishment from your recent history. Select something from within the last 2 years.	
Describe the situation or problem S (Situation)	
Explain the task ... what was your challenge or why it was important T (Task)	
List specific actions to show how you resolved the problem A (Action)	
What was the result or accomplishment and what were the benefits? Can the result be quantified or qualified? R (Results)	
Why did it matter? What skills were you using? What traits & strengths did you employ? S (Significance)	

IRREPRESSIBLE SKILL #2

Choose a work related accomplishment. Select something from within the last 3 to 7 years.

<p>Describe the situation or problem</p> <p>S(Situation)</p>	
<p>Explain the task ... what was your challenge or why it was important</p> <p>T(Task)</p>	
<p>List specific actions to show how you resolved the problem</p> <p>A(Action)</p>	
<p>What was the result or accomplishment and what were the benefits? Can the result be quantified or qualified?</p> <p>R(Results)</p>	
<p>Why did it matter? What skills were you using? What traits & strengths did you employ?</p> <p>S (Significance)</p>	



IRREPRESSIBLE SKILL #3

Choose an accomplishment from your personal life, for example, volunteer, hobby, school, etc.

Describe the situation or problem S (Situation)	
Explain the task ... what was your challenge or why it was important T (Task)	
List specific actions to show how you resolved the problem A (Action)	
What was the result or accomplishment and what were the benefits? Can the result be quantified or qualified? R (Results)	
Why did it matter? What skills were you using? What traits & strengths did you employ? S (Significance)	

Review the 3 stories you've just completed, paying particular attention to their SIGNIFICANCE. Identify any skills, traits or strengths that are reoccurring, and transfer the patterns to the *FLOURISH FACTOR PROFILE* at the end of this handout.

LIST OF ENVIRONMENTAL *FLOURISH FACTORS*

1. Achievement	Work where there is a sense of accomplishment, being able to see results generated from the tasks I undertake, challenges I overcome, or assignments I complete.
2. Alignment with Boss	Work with a boss with whom I have a positive relationship, either as a supervisor, mentor, or someone who shares my values / vision.
3. Autonomy/ Independence	Work in an environment where my work is self-directed, where I'm given the objectives and the latitude to 'make it happen' within deadlines, but on my own time schedule.
4. Commute	Work is within a reasonable range of home so that commuting distance isn't detracting from quality of life.
5. Competition	Work that allows me to pit my abilities against others and where there are clear win-and-lose outcomes.
6. Contact with Others	Work in an environment where I have extensive day-to-day interactions with others – inside or outside the organization.
7. Controlled Chaos	Work in either a loosely defined or an undefined environment, perhaps where priorities may be often unclear, in a start-up or entrepreneurial environment, or a place where the rules are made up as you go along.
8. Creativity & Innovation	Work in an environment that values and appreciates the generation of new ideas, programs, services or systems; or appropriately challenging the status quo.
9. Decision Making	Work in an environment that allows me the appropriate authority to make and act upon decisions about my assigned areas of responsibility.
10. Diversity-friendly	Work in an environment that values and respects people from a broad range of ages, cultures, lifestyles and / or ethnic backgrounds.
11. Employee Benefits	Work in an environment that offers a comprehensive benefits package that meets my needs.
12. Expert Status	Work in an environment that recognizes and values my expertise whether technical, functional or skill related.
13. Fast Pace	Work in an environment that has a high level of energy, excitement and activity.
14. Financial Gain	Work in an environment where the focus is on generating high profits that will benefit the stakeholders.
15. Friendships	Work in a culture that allows and values the formation of close personal relationships with colleagues.
16. Global Focus	Work in an organization that will potentially accommodate my desire to live and work outside the US.
17. Influence Others	Work in an environment that allows me to lead and influence others through the strength of my abilities and leadership skills.
18. Learning Environment	Work in an environment that values and supports learning, research, the pursuit of new knowledge, and / or professional development.
19. Leave a Legacy	Work in an environment that will allow me to lead or be a part of an effort that will leave a legacy in this world, or be the pioneer after which others will follow.
20. Loyalty	Work in an environment that exhibits a high level of allegiance that is reciprocal with

	the organization.
21. Moral Affiliation & Fulfillment	Work in an environment where both the organization and employees have morals, values, and ethics similar to my own, and act accordingly.
22. Physical Challenge	Work in an environment that allows me to be physically active, not sedentary behind a desk.
23. Physical Work Environment	Work in a setting that is physically appealing and /or environmentally conducive to help me do my best work.
24. Prestige & Recognition	Work in an environment where I am either highly visible, perhaps being well known -- 'front and center' or the recipient of recognition by colleagues and / or customers.
25. Professional Affiliation	Work in an organization where I'm proud to be associated, or tell others I work there.
26. Pure Challenge	Work in an environment that offers the chance to take on and overcome impossible obstacles, difficult problems, or tough opponents.
27. Quality-focused	Work in an environment that sets high standards, demands quality, strives for excellence, and has a low tolerance for error.
28. Risk	Work in an environment where the stakes of success or failure are high.
29. Sky's the Limit	Work in an environment that encourages all groups not usually found in all "executive levels" to participate meaningfully at the highest levels of the organization.
30. Solitude	Work in an environment where I have minimal day-to-day interactions with others – having time to work independently (i.e. on my own).
31. Stable / Low Stress Workplace	Work in an environment with a predictable workload, manageable deadlines, with a strong element of routine – unlikely to change significantly over time.
32. Supervision	Work in a role that allows me to directly plan and manage the work / schedule of others.
33. Teamwork	Work in an environment that allows me to collaborate with others, capitalizing on the expertise of others to reach stated objectives.
34. Travel	Work in a role requires me to travel a significant amount of time.
35. Variety & Challenge	Work in an environment that is varied and dynamic allowing me to be challenged as a professional, able to demonstrate my professional agility and adaptability.
36. Work with Tight Deadlines	Work in an environment driven by tight timelines and critical deadlines.

Review the list and pick your top 3 **MUST HAVE Environmental Flourish Factors** and list them below. Consider any impact those factors might have on your work.

My #1 Factor: _____
 Effect on my work: _____

My #2 Factor: _____
 Effect on my work: _____

My #3 Factor: _____
 Effect on my work: _____

Transfer your top 3 to the **FLOURISH FACTOR PROFILE** at the end of this handout.



IN-DEMAND SKILLS

In an effort to set the stage for learning more about yourself, let's take a break from the self-assessment process and explore what's in demand in the marketplace. When making any kind of a change, the needs of your audience must be considered.

These skills aren't going to be transferred to your Flourish Factor Profile, but instead are intended to get you thinking about the skills you have as you look to determine which are your strengths. Ultimately, the data may be used as you develop your marketing materials, for example, your resume, LinkedIn profile, personal website, etc.

Here are the steps to follow:

- Review what the market needs by visiting an online job site (e.g. Indeed.com, Simplyhired.com, LinkedIn Jobs, etc.).
- Select 6 to 10 online job ads that represent roles you'd find ideal and build a composite profile. This will help you identify the specific needs of the market (and language being using to describe them).
- Instead of selecting postings that represent things you *could* do, select postings you believe could have been written "with your name on them."
- Be sure to pay attention to the Job Titles as this may ultimately play into how you describe yourself. In other words, what does the market call the role you're targeting?
- Job Requirements - What knowledge, skills, abilities, (KSAs), certifications, education, and/or training are sought in the ideal candidate?
- In what sequence are the primary requirements ordered? Sequence matters, as generally, the requirements that are consistently listed at the top of postings represent the most important KSAs.

List the common threads below.



FLOURISH FACTOR PROFILE

As you walked through each exercise, you have been instructed to carry some information here to the *Flourish Factor* Profile.

What you have created is a baseline you can use to evaluate career opportunities -- specifically those in which you will flourish and that will allow to you be your 'best self' at work.

As you explore various career options, the closer you match the *Flourish Factor* profile, the greater the chance of satisfaction and success.

Now take a minute to review to the job postings from the In-Demand exercise. How do they compare to your *Flourish Factor* profile?

Skills Categories (Competencies)	Individual Skills (Transferrable)	Irrepressible Skills	Environmental <i>Flourish Factors</i>