

# EMPLOYABILITY SKILLS AND KNOWLEDGE

## MODULE 1



### ABC OF CAREER MANAGEMENT

#### Self-Assessment exercise

- **A**nticipate that advancement is more likely to be reflected in expanded job functions, rather than upward moves on a corporate pyramid.
- **B**efriends with everyone. Keep in mind that today's enemy may be tomorrow's boss.
- **C**onstructive criticism should be welcomed. Accept whatever seems to make sense to you.
- **D**on't bad mouth your colleagues, your employer, or even competitors. People respond best to those who are positive.
- **E**valuations of job performance can be very helpful. If your organization does not conduct periodic evaluations, ask your supervisors for feedback.
- **F**riends can make any job easier and more pleasant. However, when you are new, avoid too close relationships until you get a clearer sense of the organization and people.
- **G**ive some thought to the style and culture which characterize your employer and adjust to them.
- **H**obbies and other interests outside of work will make you a more interesting person and provide a psychological cushion when things are going bad at work.
- **I**dentify one or more people who do the kind of work you'd like and try to shadow their activities.
- **J**oin professional organizations in your field. The contacts may help with your job and assist if you seek to change positions.

- ♦ **K**eep in touch with coworkers who left to join other organizations. They may help if you wish to change jobs.
- ♦ **L**ook for tasks where you can acquire new skills or achievements to add to your resume.
- ♦ **M**entors can play an important role in careers. In early years, seek out one or two who may help you advance. In later years, become a mentor to younger workers who may help you execute your responsibilities.
- ♦ **N**egotiating is a very important skill in corporate world today. Add it to your repertoire.
- ♦ **O**bserve how the most successful employees operate and try to emulate their skills.
- ♦ **P**aperwork is important. Save copies of job-related correspondence, reports of which you are proud, etc. to document your career.
- ♦ **Q**uitting a job is always difficult. If you change employers, try to leave without alienating those who remain with the organization.
- ♦ **R**ecessions and cutbacks may be anticipated. Have a few fallback positions or a paying part-time job in mind.
- ♦ **S**alary is important but the long-range potential of a job is even more critical.
- ♦ **T**eamwork rather than individual activity seems to be the key to success in today's work world.
- ♦ **U**nless you clearly stand out in a group, seek projects where your work will be clearly identified and recognized.
- ♦ **V**olunteer with community organizations. Employers like staff members who perform community service and you may develop contacts which may help your career.
- ♦ **W**ork smart, not just hard. Put the most emphasis on your most critical functions.
- ♦ **X**cel at what you do. That's the best way to ensure career success. Nothing will help your career more than a reputation for high quality work.
- ♦ **Y**our boss will play a key role in determining your future prospects. Learn what he or she thinks are the most important parts of your job and emphasize them.
- ♦ **Z**ero in on your organizations goals and keep them in mind as you make daily on-the-job decisions.