

# Communicating Your Strengths

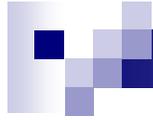
## Self-Assessment Workshop

# Career Center Services

## Employees seeking:

- Continuing educational advice & planning
- Professional development advice & planning
- Job enhancement
- Internal mobility
- Career advancement
- **Job fit and satisfaction**





# Introductions

- **Name, Position**
- **Worst Job**

# Career Planning

A formal process to:

- Assess your values, skills, interests, and capabilities
- Develop a plan to achieve your professional goals
- Learn to effectively manage your career



# Career Planning Steps

- Self-assessment
- Market and research
- Goal setting
- Action planning
- Implementation





# Your Natural Strengths

- Are you a big picture thinker?
- Are you great with the details?
- Do people tell you that you are a good listener?
- Organized?
- Are the party planner?
- Are you decisive?
- Are you logical?



# Discover Your Strengths

- Mini MBTI



## Unique Value

**What are your top 3 strengths or skills?**

- **Identify 3 unique strengths or values you bring to your work group**



# Communicating Your Strengths

- Accomplishments
- Clarify what you **CAN DO**
- Identify what you have to sell
- Identify key words
- Specify your competencies
- Document your *unique value*



## Why should you develop accomplishments?

- Career Advancement
- Promotional Strategies
- Discussions with a Manager
- Performance Assessment
- Self Confidence
- Negotiating Offers
- Resume Writing
- Interviewing



# Identity your Accomplishments

- **Conceived and/or created a new program, system, service, procedure or plan**
- **Initiated, devised and carried through a complex plan or process**
- **Successfully handled an emergency situation or crisis**
- **Took the initiative to solve an overlooked problem**
- **Saw an opportunity for improvement, developed a plan and carried it through to successful completion**



## Identify the Results...

- Reduced errors
- Increased productivity
- Improved customer Service
- Reduced/saved Costs
- Decreased turnover
- Improved a process
- Improved efficiency
- Completed on time



# SOAR Process

- S** Situation you encountered (*performance objective, problem, project of which you were held accountable & responsible*)
- O** Obstacles you encountered (hindrances, barriers, blockages, difficulties)
- A** Action you took (*How it was accomplished*)
- R** Results you got (*Quantifiable – numerical terms*)

## **Accomplishment Statement**

Statement that incorporates the SOAR information into one sentence (about 25 words), begins with a past tense, action verb and contains quantifiable results if possible.



# SOAR Example 1

- S** Career Center needs a database to track and report usage
- O** Little to no budget
- A** Researched and identified a low cost option for copying previous databases
- R** Saved \$ 6500, delivered on time, exceed expectations

## Statement

Saved \$6500 by developing a solution for the Career Center database by utilizing existing programs which exceeded client expectations.



# What are your accomplishments?

- **S**

- **O**

- **A**

- **R**



## Next Steps

- For additional one-on-one assistance, contact the Career Center at 602-542-2733
- Review the Self-Assessment Guide
- Continue to identify your accomplishments and how you can become invaluable in your current position