



Coffee break exercise: **IDENTIFYING MY SKILLS**

When you're looking for inspiration for your next career move, it's helpful to have a really comprehensive list of your skills.

We all underestimate our potential. We forget that skills that might be a little out of date can be updated. We think only of skills gained in the workplace and forget those we've learned at home, through voluntary roles or even through our leisure activities. This exercise will help you gather your thoughts.

What to do:

Because we often underestimate our skills it can be helpful to complete this with a friend.

Step 1.

Make a list, in the first column of the table on the next page, of all the 'jobs' you have ever done. Include jobs from your main career path, but also those outside of paid employment (e.g. I organised a charity pantomime ... was PTA Secretary ... helped out at a day care centre for the elderly... created the tennis club website).

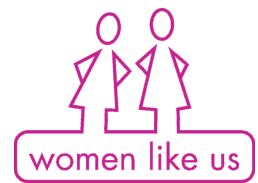
Step 2.

In the second column, note down the skills you used in each job. The words below may help:

Communication	Business development	Creativity
Influencing and persuading	Relationship management	Project management
Coaching and developing others	Administration	Financial management
People management	IT and Systems	Marketing
Selling	Crisis management	Strategy

Step 3.

Make a note in the final column of any skills you'd like to use again or develop further - perhaps by taking a training course.



Jobs	Skills used	Skills I want to use/ develop