USING INFORMATION AND NETWORKS IN CAREER MANAGEMENT
Time to be used: app. 1,5 hours

OBJECTIVE: To know how to support the learners in developing and maintaining a range of relationships that are important for career journey.

LEARNING OUTCOMES FOR THE CLIENT
I use information and relationships to secure, create and maintain work ➢ Communicating my skills to others. ➢ Understanding the importance of personal qualities in securing, creating and remaining in work. ➢ Understanding that skills and experiences are transferable to various work settings. ➢ Knowing how to locate, interpret and use labour market information. ➢ Developing work-search skills. ➢ Understanding the value of volunteer work in building networks for work, learning and life. ➢ Developing relationships and networks to support secure work and develop my career.

NETWORKS OF SUPPORT AND DEVELOPMENT ON THE CAREER JOURNEY

Read the yon College text about networking: https://www.lyon.edu/networking
Sketch your own map of useful contacts. How can you benefit from these contacts in the future?

TRANSFERABLE SKILLS - THEORY AND EXERCISE

Here are listed two different identifications and explanations of transferable skills. Take a look at the lists and explanations consisted be People for Education and Princeton University. Reflect on your thoughts and experiences of transferable skills.

1. What do you conceive as the most important transferable skills in today's labor market? Why?
2. Which transferable skills do you consider as your strengths?
    a. When and where have you developed these skills?
    b. How can you develop them further?
3. Which transferable skills do you possess the least? How can you develop them at your current position?

★ **TRANSFERABLE SKILLS, PEOPLE FOR EDUCATION**

Draft Descriptions of Transferable Skills

CRITICAL THINKING	INNOVATION AND CREATIVITY	SELF-DIRECTED LEARNING
Analyze and resolve real-world problems	**Enhance and explore ideas in creative ways and bring these ideas to action to meet the needs of a community**	**Develop attitudes, strategies, and skills to support one's motivation and confidence to learn**
■ Uses many sources of information and can tell the difference between fact and opinion. ■ Plans and manages a project to solve a real-world problem.	■ Uses imagination when creating a plan to develop an entrepreneurial project. ■ Improves ideas and experiments with them to try to solve a real-world problem in their community.	■ Knows the many ways that they learn best and can manage their own learning and well-being. ■ Finds and develops strategies to meet their learning goals. ■ Shows persistence in the face of difficulty. ■ Uses empathy to understand themselves and others.
COLLABORATION	COMMUNICATION	CITIZENSHIP
Work in teams by building knowledge together in physical and virtual environments	**Express meaning in multiple ways, in a variety of contexts, including virtual spaces**	**Understand local and global perspectives and address environmental, social, and economic problems through engaged citizenship**
■ Thinks with others to create new knowledge. ■ Interacts and works positively with others, in-person and virtually. ■ Values the perspectives of others.	■ Asks questions and listens actively to understand what is being communicated. ■ Clearly expresses themselves verbally, in writing, and uses different kinds of technology. ■ Understands and respects many different local, national and global perspectives.	■ Takes action to make a positive difference in the community and the world. ■ Participates in physical and virtual communities in a socially responsible and sustainable manner

http://www.peopleforeducation.ca/wp-content/uploads/2017/09/EDU_Modernizing_Report_Card_poster_transferrable_skills_chart_Sep-12-2017.jpg

★ TRANSFERABLE SKILLS, PRINCETON UNIVERSITY

Transferable skills are the skills you acquire and transfer to future employment settings. Common examples include interpersonal, communication, leadership and organizational skills.

Give yourself some credit.

While you may or may not have a great deal of work experience at this stage in the game, you likely have more transferable skills than you realize.

Past Experience, Future Value

On the following list, identify the skills you have acquired or demonstrated through your jobs, campus activities or academic projects. This will help you choose which skills to include on your resume. There are undoubtedly more to consider, but this gives you a good place to start.

Interpersonal Skills

● Relating well with others	● Assisting others
● Responding to concerns	● Resolving conflicts
● Motivating people	● Being a team player

Organization Skills

● Follow-through	● Meeting deadlines
● Multitasking	● Planning
● Setting and attaining goals	● Time management

Leadership Skills

● Decision-making	● Delegating
● Evaluating	● Initiating
● Managing	● Motivating others

● Planning	● Problem-solving
● Supervising	● Team-building

Communication Skills

● Advising	● Articulating
● Explaining	● Instructing
● Persuading or selling	● Presenting
● Public speaking	● Training
● Translating	● Writing & editing

https://careerservices.princeton.edu/undergraduate-students/resumes-letters-online-profiles/resumes/transferable-skills

EXERCISE: WRITING A PROFESSIONAL DEVELOPMENT PLAN - EXAMPLE AND TEMPLATE

As a continuation for the networking brief and for gaining more insight on professional development and skills needed for achieving the desired career, read the theory and compose your professional development plan. In addition to the template, identify the social networks that can be useful in achieving the specific career goals.

This exercise is useful with learners with difficulties in proceeding on their career path helping them to identify their long-term career goals, specific goals and the skills thei need to achieve their goals.

https://www.highspeedtraining.co.uk/hub/professional-development-plan/

THEORY AND EXERCISE: A NETWORKING BRIEF

There is a process to find a new job, however, there may be variations of that process. And, you have also heard it said many times that most jobs are found via networking. Networking is the key that opens the door to the hidden job market - jobs that are not advertised or jobs savvy networkers find out about before they are advertised, so they can apply first. As a job seeker, it's possible that you may not have heard about the networking brief, but you will learn now how you can use it to structure your job search.

A networking brief is a one-page document with three main sections:

Branding Statement - A concise statement that conveys who you are and what you have to offer. It communicates the essence of who you are.

Career History: Where You Have Been - This is a helicopter view of your work background that will let your contacts know your experience, knowledge, skills and abilities. This section is also used as a selling tool, so use it wisely, focusing on your experiences and skills that will show you in the best light.

Future Direction: Where You are Going - This section of your networking brief gives your contacts ideas on how they can assist you in your job search by connecting you to people in companies and industries that you are interested in. To help your contacts to help you, list industries you are targeting, target companies, target positions, desired contacts, scenarios for which you have solutions (how you add value), and your strengths.

A networking brief is not a resume, and is not meant to be a substitute. If you are looking for a job, use your networking brief during formal and semi-formal one-to-one conversations, and with your networking contacts who are not recruiters or hiring managers. It's quite appropriate to email your contacts your networking brief prior to a scheduled meeting.

Finding a job is your responsibility, so you should never transfer that responsibility to anyone. With that in mind, always make it clear to your contacts that you are not expecting them to find you a job, but you are looking for guidance in your job search based on what they see on your networking brief. If you included industries and companies that you are targeting, it makes it much easier for a contact to help you, because he or she will likely know someone, or someone who knows someone, who is working in that company and/or industry.

If you take the time to create your networking brief, and you approach the exercise thoughtfully, you can structure your job search because you will become very clear about what you want in your career and the direction that you'd like to take. Additionally, you will also have a list of companies that you would like to work for, and the industries in which you would like to work, which makes it much easier to focus and structure your job search.

http://www.right.com/wps/wcm/connect/right-us-en/home/thoughtwire/categories/career-work/a-networking-brief-can-structure-your-job-search

FURTHER READINGS:

The importance of career networking:
https://www.thebalance.com/top-career-networking-tips-2062604

Top 8 career networking tips for introverts:
https://www.thebalance.com/networking-tips-for-introverts-2061377

Elevator speech tips examples and writing tips:
https://www.thebalance.com/elevator-speech-examples-and-writing-tips-2061976

Job search skills and strategies: https://resumegenius.com/job-search/job-hunting-tips

Types of networking letter examples:
https://www.thebalance.com/types-of-networking-letter-examples-2063489