

## **REDUNDANCY SERIES:**

### **YOUR SKILLS AND ACHIEVEMENTS - HOW TO DRILL DOWN AND TRULY OWN THEM**

#### **Examining your roles and achievements**

A great place to start is to examine your work life from your first job to your last. This is to start to identify your full range of skills, expertise and achievements to date.

In first looking at the roles that you've held you should not just focus on the tasks and responsibilities that you were working on but go a little deeper and take a look at the precise role the organisation was asking you to play within that job. This can often give a new perspective on the work that you did within the organisation and it can help broaden your skill set. Two similar job titles in two different companies can require very different sets of skills.

Another area to focus on is your **achievements** within your roles. The benefits of this are twofold. You can put down on paper achievements that you were instrumental in bringing about but the recollection of these is a very positive exercise. It's also useful to think about the times that you were given either recognition or reward in your roles. What did you do to receive these?

#### **What do you want out of your next role?**

It seems like such an obvious step but one that many people overlook in the quest to have financial security. Deeply question yourself about what you want from your next role. You could ask yourself:

1. Where do I start right now?
2. Do I want to work as much as I did in the past?
3. Are there other options for me?
4. What is the income gap that I have to bridge, and by when?
5. Could I look at better Life-Balance, even for a reduced income?

Asking yourself these questions could open up new ways of thinking about your skills and what you need out of your next move. Trust this process and try to resist the temptation of taking the first available job without giving yourself the chance to be really creative with yourself. Explore all options, however crazy they may seem!

## Personal development

This could be a good time to plug your skills gaps and invest in your development in order to broaden your options. You could invest in re-training, certification, completing a qualification or even buying into a franchise.

### Prep work!

This prep work should be almost treated as a full-time job. Invest the time into this as early after being made Redundant as possible and it will pay off in the long run.

### Take a look at your career planning

Each morning ask yourself the following:

- What does career success look like to me?
- Why do these things represent success for me? (Values)
- How committed am I to following up on what I discover about myself?
- What networking opportunities/ connections can I make today?
- What achievable goals can I set for myself today?

### Three ways of identifying your transferable skills

We achieve our best results using our core transferable skills. A skill is an action that will produce results with people, information or things. Skills point directly to your achievements and are very marketable. Here's three ways to help you find yours:

1. List all your favourite traits. Traits are like the clues that lead you to discover your skills e.g. efficiency, organised, reliable. Next convert your traits into skills. **So, what I am actually doing when I am acting reliably? The answer could be reporting, accounting, writing....**Keep going until you have a long list. Notice the ones that keep cropping up.
2. Find your skills set from your life story (outside of work). Identify incidents in your life when you achieved results that you were proud of. For each of these incidents write down what your objective was, what obstacles cropped up, your actions and the outcome.
3. Find your skills set from previous jobs. Analyse a few projects and figure out what skills you needed to complete these projects. You could also look at old job descriptions which are always peppered with skill words.

### Producing your top skills list

Once you have your long list of skills, prioritise them according to how proficient you are at them and how much you like them. This task is essential for building and updating your CV and for interviews.

### **How to find your potential role from your skills**

Your new role can be deduced from a list of four or five top skills. If you can identify your core skills precisely to include the most marketable skills you enjoy using then you can use this information to guide your research and assessment of potential offers. Keep asking yourself, 'does this role match my top skills?'

**For more information go to [www.hrforbetterworkplaces.ie](http://www.hrforbetterworkplaces.ie)**