21st Century Skills Series
Self-Awareness at Work: Lesson 1
Self-Awareness in the Work World: 4 Primary Attributes (Traits)

• Knows own personality, strengths, and areas of knowledge, skills, or habits that can be improved.

• Looks for work opportunities that would be a good match for personal strengths and skills.

• Maintains self-discipline, tries to do the right thing, and takes personal responsibility in social or work situations.

• Improves professional manner by learning guidelines or rules of the work setting, such as appropriate clothing and ways of communicating.
Know Yourself

Have an accurate understanding of your own core traits and transferable skills, as well as areas of growth

Start your skill list, use self-assessments to build on this list

What happens at work when you don’t know yourself?

https://www.youtube.com/watch?v=aOumKfJBjGQ
What are your preferences? Introversion (I) and Extroversion (E)

- Myth: Introverts are always shy and extroverts always have to be the center of attention
- Introverts can be social, but need quiet and time for reflection in order to recharge
- Extroverts can be alone, but need interactions with others and time to express their ideas in order to recharge
- What do you feel you are?
Networking for Extroverts & Introverts

Extroverts:

- Can thrive in large meet and greet situations, so attend conferences, networking events, etc.
- Pass out business cards and email/set up times for follow up
- Keep a large online network through platforms like LinkedIn
- Remember the 60/40 rule so you don’t dominate the conversation: listen 60% of the time, talk 40% of the time

Introverts:

- Quality not quantity: create deeper connections with fewer people
- Meet in one-on-one settings to avoid feeling overwhelmed by crowds
- Join smaller groups and use those connections to link you to others...the friends of friends approach
- Team up with an extrovert at school/work. Let that person do the broad sweep, you make the close connections
How do you process information?
Senses (S) and Intuition (N)

• Some people tend to pay attention to their surroundings and workplace environments through their 5 senses: they like facts, discussing what is real/actual, based conclusions on their personal experiences, and tend to be practical.

• Some people tend to view the world more through the lens of their intuition: how they feel about situations, what the possibilities could be, enjoy new theories and seeing patterns or associations between things.

• What best describes you?

• What kind of work suits each type?
How do you make decisions?

Thinking (T) and Feeling (F)

- Some people tend to make decisions based on their head: logic, facts, decide impersonally
- Some people tend to make decisions based on their heart: more subjective, seeing all sides, focus on people
- What best describes you?
How do you prefer your academic/work life? Judging (J) and Perceiving (P)

• Some people prefer things to be ordered, scheduled, and planned. They work best when they know what is expected and can make goals toward those outcomes.

• Some people prefer things to be less structured, more open and flexible. They work best with more possibilities of what they can do and are open to unknown outcomes.

• What best describes you?
Find a Good Match:
Find the right work fit with location, company culture, and tasks

- Go through the checklist
- Rank the most important elements of work based on your personal goals & preferences
- Do career searches and assessments
- Self-evaluate the results based on your preferences
- Research companies, organizations, and types of work
- Check out company websites, looks at activities conducted, read the About Us sections
- Could you be a good fit?
- Work on your resume/cover letters & LinkedIn profile with your skills and goals in mind
Develop Yourself

Once you have identified work or work environments you might like, develop your professionalism by building your skill sets and addressing gaps:

Think about some of the broad goals you have for your work-life balance: salary, your “passion” versus a job that can pay the bills, location, etc.

What are the skills you need to build to be prepared for the work you’d like to do?

What education, training, or workplace learning can help you build these skills?

Time management not only means balancing the tasks and responsibilities you have, but also using your self-awareness to determine how to spend time developing who you are.

The Time You Have (In Jelly Beans)

https://www.youtube.com/watch?v=BOksW_NabEk
Advocate: In Interviews & At Work

- Know how to advocate for yourself based on your rights and skills.
- You need to avoid overrating yourself as well as underrating yourself.
- Understand what your professional level is: Are you just starting out? Do you have years of experience? Are you changing from one type of work to another? What skills are your strongest and weakest? What level of education/training do you have?
- Answering these questions will help you determine what type of work you should look for and what is a realistic salary range. It will also help you think about how to represent yourself during interviews.
Research:

- Know how to advocate for yourself based on your rights and skills
- Visit sites that show salary ranges for the type of work you are interested in such as:
  - Payscale.com, Salary.com, GlassDoor and salarysurfer.cccco.edu
- This will help you self-advocate when you are given a job offer
- Fact: SFGate conducted a survey of 800 people, only 31% always negotiate salaries when they are offered a job, 20% never negotiate. The major reason: fear of losing a job & lack of confidence in their skills
Mentors & Peers: Understand how others see you & incorporate feedback for improvement

- If you are doing work based learning or are currently working, ask if you can participate in a professional evaluation.
- Think about this as both feedback and feedforward: How have you done so far? What can you do moving forward to grow your professional skills?
- You can use the New World of Work suggested discussion questions guide.

- Practice with your peers!
- The information you give to others is one of the ways they build an impression about who you are.
- Think about what impression you are creating through your answers in the “Speed Dating” style networking activity.
Next Steps: Practice!

Course:
Discovering Your Strengths

Videos:
Understanding personality types at work
Playing to strengths
Understanding strengths and weaknesses
Communicating
Using skill and personality assessments

LinkedIn and New World of Work have partnered to provide suggested next steps after each of the 21st Century Skills lessons.

Go to: www.linkedin.com/learning

These videos will help you continue to explore Self-Awareness. You can earn certificates of completion to post on your LinkedIn profiles along with any of your digital badges and skills verifications.