

Welcome!

Dear Coach,

Thank you for downloading this evidence-based exercise!

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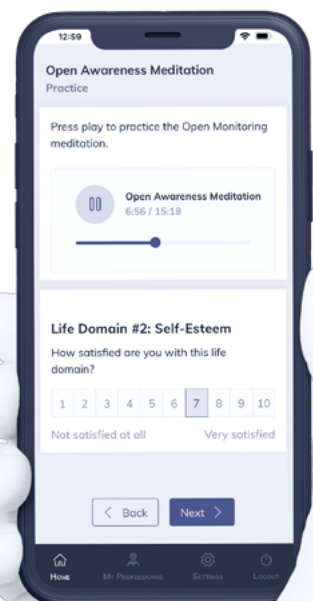
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Warm regards,



Hugo Alberts, Ph.D.
Co-Founder of Quenza





Future Skills Development

Topic: Performance • Type: Exercise • Duration: 10 mins



Background

The Future Skills Development exercise is grounded in several key psychological and career development theories that emphasize the importance of self-awareness and proactive skill development. Research indicates that individuals who actively manage their career capital—defined as the skills, knowledge, and attributes that they bring to the job market—are more successful in their careers (Inkson & Arthur, 2001). The concept of career capital aligns with the theory of human capital, which posits that investing in skills and education increases an individual's productivity and career potential (Becker, 2002). Furthermore, the exercise incorporates elements of Bandura's (2001) social cognitive theory, which highlights the role of self-efficacy and personal agency in career development. By identifying and developing key skills, individuals can enhance their self-efficacy and take control of their career trajectories. The exercise also draws on the principles of transferable skills, which are skills applicable across various roles and industries, thereby increasing career flexibility and adaptability (Bridgstock, 2009). Lastly, reflective practices, such as those used in this exercise, are supported by Kolb's (1984) experiential learning theory, which emphasizes the importance of reflection in learning and personal development.



Goal

The goal of this exercise is for clients to identify three key skills they want to develop and use more frequently in the future. This exercise aims to help clients understand the importance of these skills, reflect on their potential benefits, and create actionable steps for skill development. Ultimately, this process enhances their career capital, improves job performance, and contributes to team and organizational success.



Advice

- Use the exercise to identify discrepancies between clients' current job roles and their skill development aspirations. Discuss ways to bridge these gaps, such as seeking new responsibilities, projects, or roles that better align with their goals.
- Offer information on available resources, such as workshops, online courses, and mentorship opportunities.
- Emphasize the importance of transferable skills that can be applied across various roles and industries, enhancing career flexibility and adaptability.
- Ensure that the skills development plan aligns with the client's long-term career goals. Help them understand how each skill contributes to their overall career trajectory.
- Encourage clients to consider both professional and personal growth. Skills developed outside of work can also contribute to career success and satisfaction.



References

- Bandura, A. (2001). Social cognitive theory: An agentic perspective. *Annual Review of Psychology*, 52, 1-26.
- Becker, G. S. (2002). *The age of human capital*. In E. P. Lazear (Ed.), *Education in the twenty-first century* (pp. 3-8). Hoover Institution Press.
- Bridgstock, R. (2009). The graduate attributes we've overlooked: Enhancing graduate employability through career management skills. *Higher Education Research & Development*, 28(1), 31-44.
- Inkson, K., & Arthur, M. B. (2001). How to be a successful career capitalist. *Organizational Dynamics*, 30(1), 48-61.
- Kolb, D. A. (1984). *Experiential learning: Experience as the source of learning and development*. Prentice-Hall.

Future Skills Development

Introduction

Welcome to the Future Skills Development exercise! This activity is designed to help you identify key skills that you want to develop and use more frequently in the future.

By focusing on skills that are important to you, whether for your current job, career advancement, or personal interest, you can enhance your career capital – the unique combination of skills, knowledge, and attributes you bring to the workplace.

This exercise will guide you in selecting these skills, understanding their benefits, and planning actionable steps to develop them further.

Exercise

Look through the comprehensive list of skills provided below and Choose 3 skills that you want to use more frequently in the future. These could be skills that will help you in your current job, improve your promotion prospects, or are simply of personal interest. You may already possess these skills to some degree, or they may be new skills you wish to develop.

For each of the top 5 skills:

- Explain why this skill is important to you. Consider how it can benefit your current role, career progression, or personal growth.
- Reflect on the potential positive outcomes of enhancing this skill. Consider how it might improve your performance, contribute to team success, or add value to the organization.
- Identify specific actions you can take, such as attending workshops, seeking mentorship, practicing regularly, or taking online courses.

Skills List

Adapting, Administering, Advising, Analyzing, Anticipating, Appraising, Articulating, Assembling, Assessing, Auditing, Briefing, Budgeting, Building, Calculating, Certifying, Chairing, Classifying, Coaching, Collaborating, Collating, Communication (email), Communicating (face to face), Communicating (telephone), Computing, Conceptualizing, Constructing, Consulting, Controlling, Coordinating, Coping, Counseling, Creating, Cultivating, Customer service, Decision-making, Delegating, Demonstrating, Designing, Detailing, Detecting, Developing, Diagnosing, Diplomacy, Directing, Displaying, Disproving, Dissecting, Disseminating, Documenting, Drafting, Drawing, Driving, Editing, Educating, Empathizing, Empowering, Enforcing, Estimating, Evaluating, Examining, Experimenting, Explaining, Facilitating, Filing, Finalizing, Financing, Fixing, Forecasting, Generating ideas, Growing plants, Guiding, Handling conflict, Helping, Illustrating, Implementing, Improving, Improvising, Influencing, Informing, Initiating, Innovating, Inspecting, Inspiring, Installing, Interpreting, Interviewing, Inventing, Investigating, Judging, Launching, Leading, Learning quickly,

Lecturing, Liaising, Lifting, Listening, Making presentations, Managing, Managing people, Marketing, Measuring, Mediating, Memorizing, Mentoring, Modeling, Moderating, Motivating, Negotiating, Networking, Operating, Ordering, Organizing, Painting, Persuading, Piloting, Pioneering, Planning, Precision, Presenting, Prioritizing, Problem-solving, Procuring, Proofreading, Promoting, Public speaking, Publicizing, Purchasing, Quantifying, Raising animals, Reconciling, Recording, Recruiting, Rehabilitating, Relationship building, Repairing, Report writing, Representing, Researching, Restoring, Risk assessment, Scheduling, Selling, Setting objectives, Simplifying, Sorting, Structuring, Summarizing, Supervising, Systematizing, Teaching, Team building, Testing, Time management, Training, Troubleshooting, Using tools, Versatility, Visualizing, Winning, Working to deadlines, Working under pressure, Writing.

Reflection and Planning:

Skill #1:

Why I want to develop this skill:

How developing this skill will benefit you, your team, or the organization:

Steps to develop this skill:

Skill #2:

Why I want to develop this skill:

How developing this skill will benefit you, your team, or the organization:

Steps to develop this skill:

Skill #3:

Why I want to develop this skill:

How developing this skill will benefit you, your team, or the organization:

Steps to develop this skill:

Reflection

How do these three skills align with your long-term career goals?

Do you need to adjust your current role to utilize these skills better?

What challenges might you face in developing these skills, and how can you overcome them?

What resources or support will you need to develop these skills effectively?

Conclusion

Thank you for completing the Future Skills Development exercise. Use the insights and action plans you've created to guide your professional growth and contribute more effectively to your team and organization. Regularly revisit and update your skills development plan to stay aligned with your evolving career goals.