

CAREER MANAGEMENT SKILLS

The new employment contract requires a new set of career management skills. Whereas the workplace used to be stable, linear, and hierarchical in nature, now it is fluid and always changing. The new workplace requires preparedness for flexible employment opportunities instead of commitment for long-term job security. This puts a greater responsibility on the individual to think ahead, gain new skill sets, and be able to self-market. The resulting stress requires another set of skills to maintain a balanced life and a healthy lifestyle.

Rank Your Career Management Competencies

Rank the following from 1 to 5, 1 being “not at all” and 5 representing “mastery.

Managing Change = Managing Your Career

____ 1. Career Assessment: Conduct frequent skill/knowledge assessment; create learning goals to remain current and informed about your inner needs and the outer realities; identify, create, and communicate with multiple networks from diverse areas for self-marketing purposes.

____ 2. Self-Management: Commit to raising your consciousness, demonstrate initiative and progress through adversity; work independently with increasing awareness of the larger community.

____ 3. Interpersonal and Facilitation: Demonstrate insight into motivating human behavior; develop and practice team building; manage conflict and practice negotiation and mediation

____ 4. Project Management: The ability to manage and acquire information and resources, broker services through partnering and collaboration; anticipate and troubleshoot.

____ 5. Planning and Decision-Making: The ability to plan and set goals; establish a structure that encourages individual responsibility; review, select, and prioritize criteria.

____ 6. Leadership: The ability to act as a leader and develop the discipline of building community; be committed to aligning various courses of action that will empower individuals; be willing to cocreate and share the results.

____ 7. Computer Technology: Knowledge and practice of online resourcing such as Internet and email community accessibility, database management, and retrieval and word processing.

____ 8. Growth and Development: Creation of a plan and identification of resources to realize our goals of continuous learning to become all you can be and realize your potential.