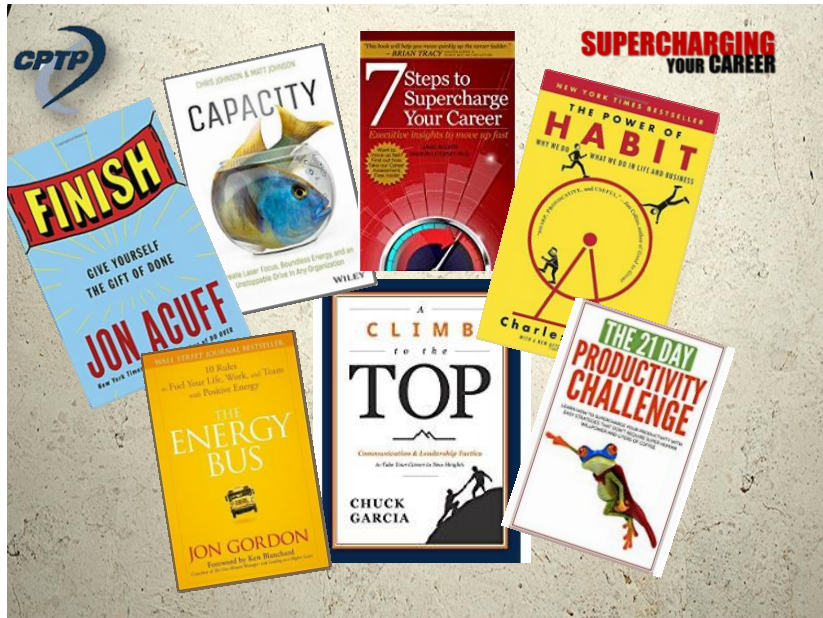


## RESOURCES

Check the CPTP YouTube Channel for any of the webinars you missed or that you'd like to review at <https://goo.gl/iSOiJP>

*Useful sites and resources on this month's topic:*



Four Key Skills to Lead the Future | Michael Lai | TEDxYouth@ColumbiaHeights



## Success Series Webinars

# SUPERCHARGING YOUR CAREER

A Production of the CPTP Team

**Award-Winning**

## Top Five Soft Skills You Need to SUPERCHARGE your CAREER

1. **Communication:** Being able to effectively connect with others to share ideas and information is a useful workplace skill, no matter what changes occur in the coming years.
2. **Problem Solving:** Developing critical thinking and problem solving skills can help individuals address the challenges that will occur in everyday life, as well as the workplace.
3. **Flexibility:** As workplace practices, processes, and technology evolve, our ability to be flexible and adaptable increase in importance.
4. **Teamwork:** Employees must be able to work both independently and as members of a team to accomplish tasks. The strength of a diverse workforce lies in using the variety of ideas to create solutions that would be beyond the scope of any individual team member.
5. **Time Management:** Prioritization and the wise use of time ensure the work is done in a timely manner. Even more importantly, these skills help ensure that the right work is getting done.



## CREATE A PLAN

- ❑ Talk to your supervisor, Human Resources representatives, and mentors to gain an understanding of the opportunities that are available to you and what steps will help you get there.
- ❑ Create a professional network of others who can help you identify ways to develop your career skills.
- ❑ Don't be afraid to take control of your career.
- ❑ Don't be embarrassed to determine that you might need to change the path you're on.
- ❑ Take online assessments to learn more about yourself. Many versions of these, such as different personality and learning style assessments, are available online at no cost.



## BECOME AN EXPERT

- ❑ Join professional and trade associations related to your field.
- ❑ Attend classes on topics related to your profession.
- ❑ Read regularly and conduct research to stay abreast of the latest developments in your field. Set a goal, such as reading one related book each month.
- ❑ Offer to teach sessions at staff meetings to share what you've learned.
- ❑ Cross-train with others in your department to learn more about how each person's work supports the mission of the team.
- ❑ Study online resources such as YouTube, professional websites, and podcasts that relate to your job responsibilities.



## SEEK OUT FEEDBACK

- ❑ Attend training sessions to develop your skills.
- ❑ Ask for feedback and suggestions from those who work with you.
- ❑ Remember: Ask for feedback on what you do well and also what skills you could use to develop.
- ❑ Practice taking feedback without giving excuses or becoming defensive.
- ❑ Ask someone you admire to be your mentor.
- ❑ Take online assessments to determine your skill levels in communication, flexibility, teamwork, time management, leadership, and other valuable workplace skills.



## STEP INTO NEW ROLES

- ❑ Volunteer to lead a project. It's a way to develop new skills and practice skills you're working to improve.
- ❑ Take on additional roles in community and civic organizations to help develop skills that will also be useful in your work life.
- ❑ Update your manager on skills you've learned outside the office and offer to put these to work for your team.
- ❑ Make yourself valuable to your team by being willing to step into roles that are outside of your comfort zone.



## MANAGE YOUR PRIORITIES

- ❑ Instead of managing time, try managing priorities. Determine what's really important to you. Set specific goals. Then, ensure that you take at least one step toward those goals each week.
- ❑ Talk to your manager to ensure you're spending time on the most important projects.
- ❑ Use color coding, timers, grouping of similar tasks, and other practices to help you work effectively. Also, take the time to analyze whether multi-tasking is a tool that works for you.
- ❑ Pay attention to work-life balance by ensuring that you reserve time for the special people in your life – including you!