



CAREER COUNSELLING

MODULE 1

JOB SEEKER SELF-ASSESSMENT

YOUTH EMPLOYMENT AND ENTREPRENEURSHIP SKILLS (YEES) PROJECT

UNDP Timor-Leste

2023



Biography of the Training Facilitator

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PRE-TEST

- ▶ What do you know about
 - ▶ career counselling,
 - ▶ CV,
 - ▶ Cover letter,
 - ▶ Interviews
 - ▶ Etc.

GET TO KNOW EACH OTHER

Your full name

Where did you study?

What did you study?

What are you doing now?



CONTENTS

- ▶ Introduction
- ▶ Learning objectives
- ▶ Definitions
- ▶ Importance of self-assessment
- ▶ Self-assessment process
- ▶ Summary

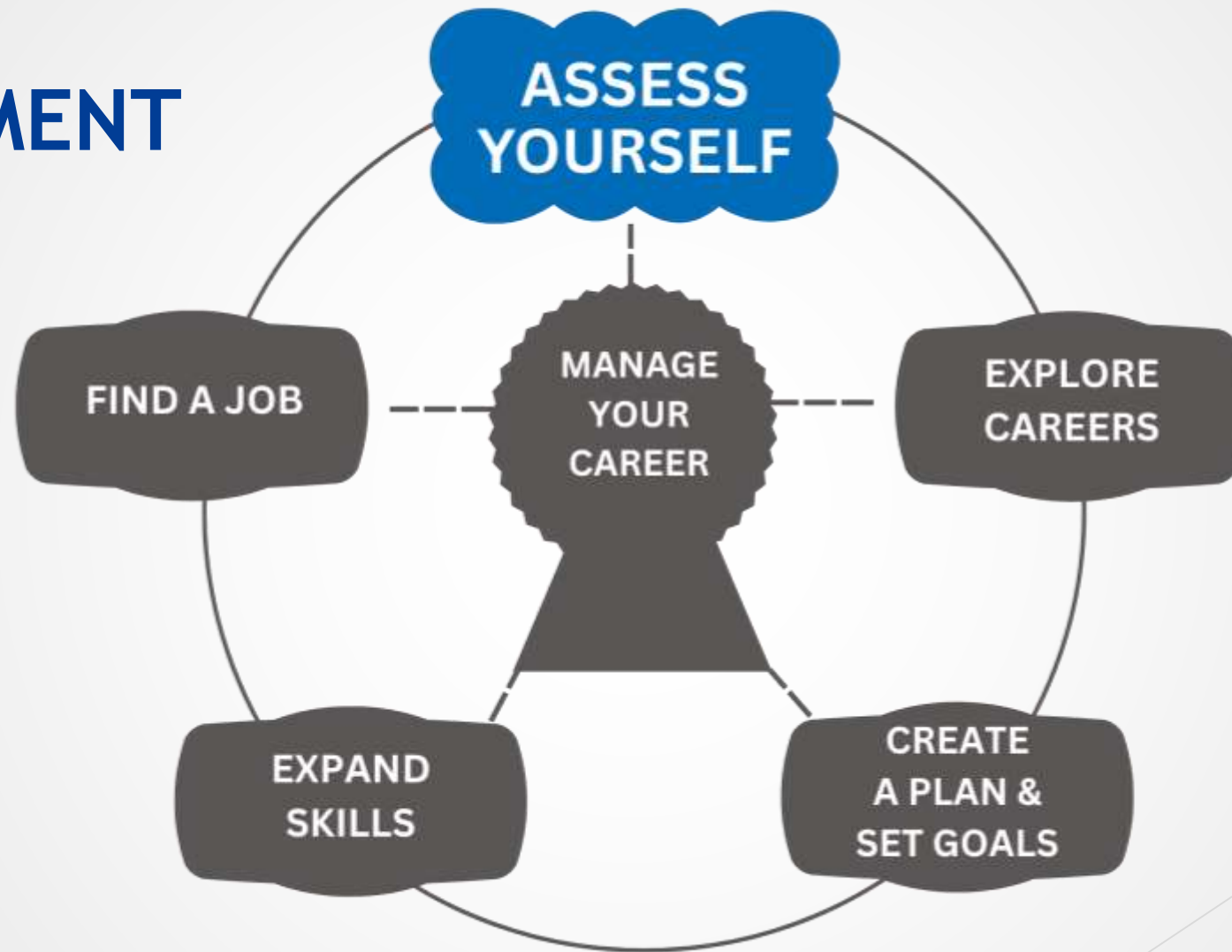
LEARNING OBJECTIVES

- ▶ Understanding importance of self-assessment
- ▶ Understanding different personalities
- ▶ Understanding different types of skills
- ▶ Understanding self assessment process

Ice Breaker - 10 to 15 minutes

- ▶ Who are you?
- ▶ What are you?
- ▶ Who do you want to become?
- ▶ What do you want to become?
- ▶ Who is your role model and why?

CAREER MANAGEMENT CYCLE



INTRODUCTION



As a job seeker, you should have a well-thought-out plan in order to reach your job search goal.



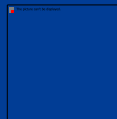
Self-assessment before job hunting is key.



You already know what you want to do, where you want to work and what you have to offer.

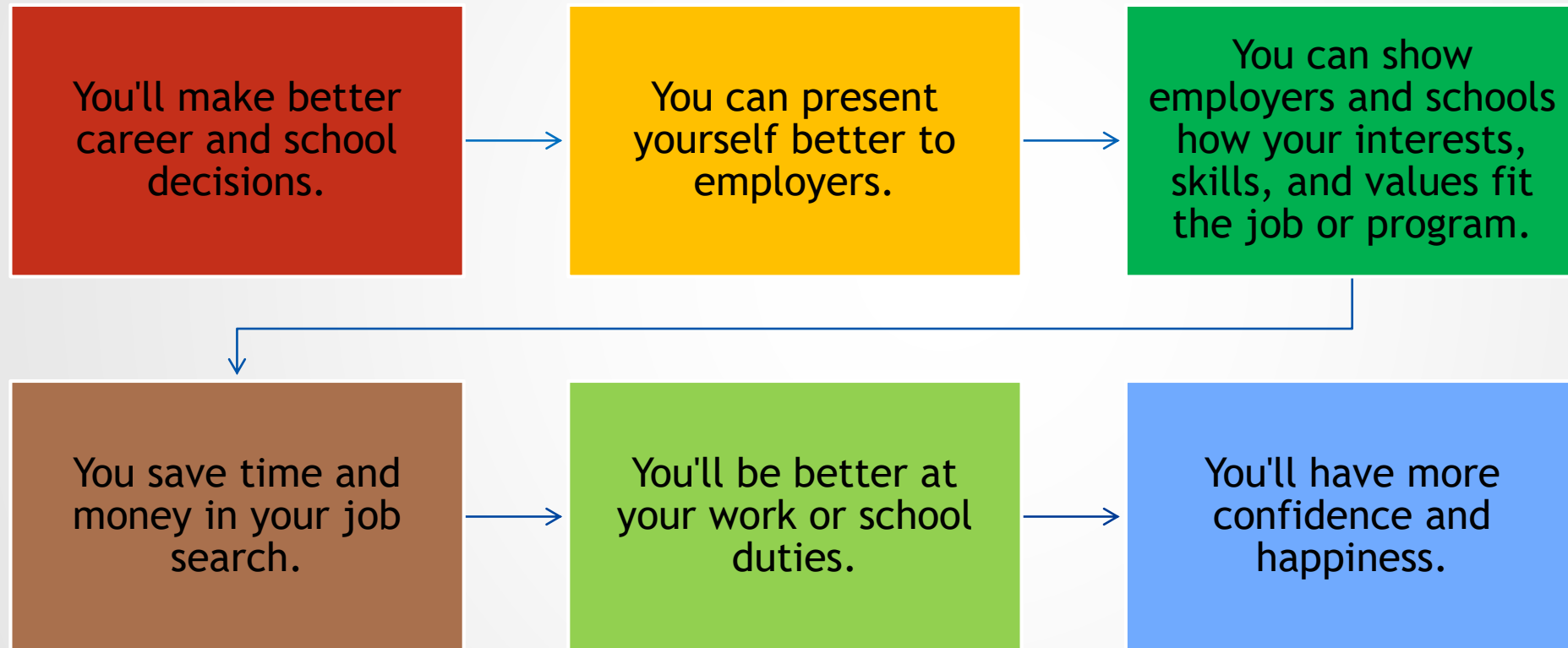


When you sit down for an interview, they're going to want you to be able to tell them who you are, what you know and what you can contribute.



If you're unable to immediately describe your skills and abilities, interests and passions, motivations and aspirations, you're not going to get the job.

IMPORTANCE OF SELF-ASSESSMENT



THINK AND DOCUMENT



IMPORTANT QUESTIONS TO ASK YOURSELF

What do you want to do? What can you do?

Skills and occupations

Whom do you want to work for? What industries interest you? What type of employer?

Industries, sectors, employer preferences

Where do you want to live and work?

Location - region, town, city, country, continent



SECOND STAGE QUESTIONS

- ❑ Understand what you have to offer before actively pursuing any opportunities.
- ❑ In times of tough competition, too many job hunters immediately jump into the search without considering what they have to offer.
- ❑ It's inefficient to market yourself without knowing what makes you the ideal “product”.
- ❑ Identifying your unique skill sets will give you a distinct advantage over your competition and make you far more attractive to a potential employer.

JOB READINESS

- ❖ Jumpstart your job search by first identifying your core strengths and competencies - what you are good at.
- ❖ Learn how to identify your strongest skills and articulate them effectively.
- ❖ Think about your interests and how they relate to your skill sets.
- ❖ Combining your interests and skills will increase your motivation and make you a stronger candidate - always important, but especially critical in a tough job market.

CRITICAL SELF-KNOWLEDGE

□ PERSONALITY

- ✓ Descriptions such as positive, creative, people-oriented, competitive, driven, empathetic, assertive, flexible, and motivated are examples of general personality strengths.
- ✓ Descriptions such as team-oriented, goal-oriented, a strategic thinker, a natural leader, conscientious, detail-oriented, and a problem solver are examples of job-related personality strengths

TECHNICAL SKILLS

These are skills that relate to a specific technical competency.



Examples might be proficiency in computer software programs, fluency in a foreign language, or the ability to use a certain type of mechanical equipment.

TRANSFERABLE SKILLS



Soft skills - skills related to how you interact or communicate with other people.



Examples could be presentation skills, supervisory skills, or writing skills.

SIX (6) PERSONALITY TYPES

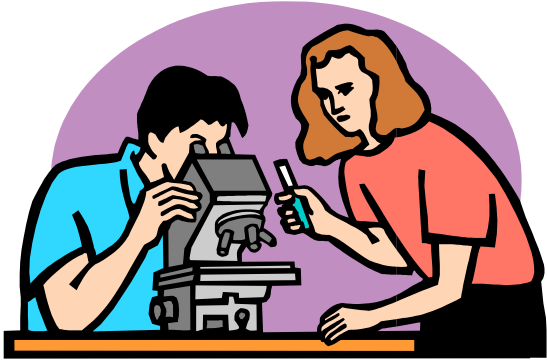
- ▶ **Doers** - Prefer to work with their hands
- ▶ **Thinkers** - Prefer to figure things out in their minds
- ▶ **Creators** - Prefer to express themselves by writing, singing, drawing, etc.
- ▶ **Helpers** - Prefer to work helping others
- ▶ **Persuaders** - Prefer to convince others; sell things
- ▶ **Organizers** - Prefer to organize information, things, etc.

The Doers

- ▶ Food Preparation or Cafeteria Workers
- ▶ Janitors
- ▶ Dishwashers
- ▶ Maids & Housekeepers
- ▶ Farm Workers
- ▶ Athletes
- ▶ Sportsmen/ Sportswomen
- ▶ Masonry



The Thinkers



Often Choose
Jobs Like:

Teachers/
Lecturers

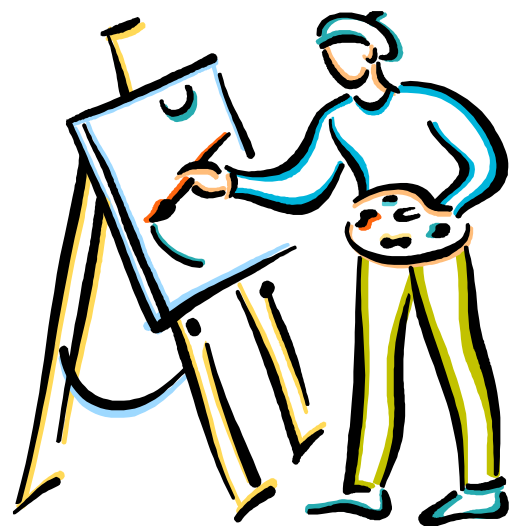
Doctors -
medicine, nursing

Leaders/
Managers

Scientists/
Researchers



The Creators



Often Choose
Jobs Like:

Cook - new
menu, dishes

Cake
Decorator

Tailor

Artists

Designers

Engineers

The Helpers



Often Choose Jobs Like:

- ▶ Nursing
- ▶ Home Health Aides
- ▶ Food Servers
- ▶ Personal Care Aides
- ▶ Waiters & Waitresses
- ▶ Ticket Takers
- ▶ Childcare Workers

The Persuaders



Often Choose Jobs Like:

Salesperson

Business owners

Brokers

Leaders

Peacekeepers/ Diplomats

The Organizers

Often Choose Jobs Like:

- ▶ Office Clerks/Aide
- ▶ Library Assistant
- ▶ Office Machine Operator
- ▶ Hotel Desk Clerk
- ▶ Decorators
- ▶ Events Managers - time, activity, responsibility



Functional skills - what you are physically capable of doing on the job.

- Managing people, reducing expenses, implementing rollouts,
- developing budgets, quality control, generating reports, large account sales,
- graphic design, and customer service.



Work survival skills



- ▶ Making and implementing decisions
- ▶ Cooperating
- ▶ Enforcing policies or established rules
- ▶ Punctuality
- ▶ Managing time wisely
- ▶ Attending to detail
- ▶ Meeting goals, both short-term and long-term
- ▶ Enlisting the help of others when you need it
- ▶ Accepting responsibility
- ▶ Setting deadlines and meeting them
- ▶ Organizing

Organization, Management and Leadership Skills



- ▶ Initiating new ideas
- ▶ Handling details
- ▶ Coordinating and planning tasks
- ▶ Managing groups
- ▶ Delegating responsibility to others
- ▶ Teaching
- ▶ Counseling
- ▶ Coaching
- ▶ Promoting change
- ▶ Selling ideas or products
- ▶ Decision making with others
- ▶ Managing conflict
- ▶ Following through on tasks
- ▶ Multitasking
- ▶ Demonstrating effective time management



Creative thinking skills



- ▶ Demonstrating cognitive flexibility
- ▶ Conceptualizing situations
- ▶ Showing curiosity
- ▶ Being imaginative
- ▶ Predicting and anticipating shortfalls
- ▶ Showing foresight
- ▶ Making abstract connections
- ▶ Making inferences
- ▶ Synthesizing ideas



Interpersonal Skills and Human Relations



- ▶ Developing rapport with coworkers and customers
- ▶ Being sensitive to others
- ▶ Listening
- ▶ Conveying feelings appropriately
- ▶ Providing support for others
- ▶ Motivating others
- ▶ Sharing credit with colleagues
- ▶ Counseling
- ▶ Cooperating
- ▶ Delegating with respect
- ▶ Representing others
- ▶ Accurately perceiving feelings or situations
- ▶ Asserting

Research and planning skills



- ▶ Forecasting and predicting
- ▶ Creating ideas
- ▶ Identifying problems
- ▶ Imagining alternatives
- ▶ Identifying appropriate resources
- ▶ Gathering information
- ▶ Solving problems
- ▶ Setting goals
- ▶ Extracting important information
- ▶ Defining needs and requirements
- ▶ Analyzing information
- ▶ Developing evaluation strategies



Communication skills



- ▶ Speaking effectively
- ▶ Writing concisely
- ▶ Listening attentively
- ▶ Expressing ideas
- ▶ Facilitating group discussion
- ▶ Providing appropriate feedback, either independently or when asked

- ▶ Negotiating
- ▶ Perceiving nonverbal Messages
- ▶ Persuading others
- ▶ Reporting information
- ▶ Describing feelings
- ▶ Interviewing



SUMMARY OF HAVE AND HAVE NOT



Self-reflection and evaluation of one's ability and capability.



Job Knowledge



Skills and competencies



Relevant education background



Relevant professional qualifications



Relevant work experience



Understanding of the sector/ industry where respective employer operates



Passion, hobbies, and interests



SWOT Analysis



Strengths

What you have
What you can offer



Weaknesses

Shortage of skills,
competencies, relevant
experience
Areas of improvement



Opportunities

Available career options
Available possibilities to be
employed or self-employment
Network



Threats

No network
High competitions in the labor
market
Age

Class Activity - Individual



What is/ are your passions?



Who is your role model and why? Can be more than one



Hobbies and interests?



What are the things, activities, assignment, tasks EASY-TO-DO? You normally use less effort to do.



Are you mechanical/ physical/ labor/ manual or thinking/ thoughts oriented?

THE END

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