

Assessing Your Portable Skills

<http://www.ronhuxley.com>

Objective: To create team identity and build team spirit by helping members to learn more about each other. To establish self-disclosure as a team norm.

Procedure: We all bring to our positions unique skills that are transferable and portable. Every member of the mentoring team is bringing a box full of knowledge and skills to the team. This next activity will help us to discover individual strengths and skills that will make us a productive team. Each Participant will be given a small 3x5 box. Color crayons, markers, scissors, glue etc.

Participants will be asked to design their own personal skills box, keeping in mind an eye-catching packaging, list of ingredients (skills) that make their product unique.

- ❖ **The Packaging:** Eye catching colors and descriptive words will draw attention. What are employers looking for? The words you choose will be key. Using words that will interest the company, agency or organization will grab their attention.
- ❖ **The Ingredients:** The list of ingredients—the skills you have to offer. What makes you unique to the position? Skills can be grouped into three categories (skills learned through past experience and education (knowledge-based skills, Skills you bring with you to any job (transferable or portable skills, and Personal traits, the things that make you who you are).

Example

Previous Experience/Education	Transferable/Portable skills	Personality/Traits
Marketing knowledge	Customer focus	Self-starter
Communication skills	Writing skills	Independent
Computer skills	Team Leader	Good Judgment
Product Development	Time Management	Analytical
		Goal-directed.

Portable Skills Tool Kit

Rubber Band: To symbolize the skill of flexibility. To provide a fluid approach to both the working day and the tasks which you'll be doing. To expand your mind to work outside the box. "A man's mind stretched by a new idea can never go back to its original dimension." Oliver Wendall Holmes Jr.

Paper Clips: To symbolize the need for focusing. . Being able to handle several projects at the same time is a valuable skill. Multitasking is intrinsically linked with effective time management and prioritizing. A paper clip will help you keep your thoughts together for the next task to be accomplished.

Hershey Hugs and Kisses: To remind us of the importance of self-care. If we take care of ourselves regularly, we can better handle life's challenges that are bound to come up in our lives.

Eraser: To remind us that people put erasers on the ends of pencils for a reason. It is okay to make mistakes.

Penny: “ a penny for your thoughts” to encourage ownership in the mentoring program and the sharing of ideas on how to make the program stronger.