

# Speaking to the Skills I Have Online Workshop

## Module 3 & Handout 1

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### **Making the Invisible Visible**

It is easy to see what is obvious, but if we do not take the time and make the effort to uncover what may not be so visible, we are missing out.

When we view an iceberg, we are only aware of what is above the water, but we have no idea how much of the iceberg exists below the surface.

Use that imagery when thinking about your skills and attributes.

What has been learned through formal education and training is only the tip of the iceberg – the knowledge and skills that lie below the surface are equally important.

It takes extra thinking to uncover those things that we may not realize we have and are of interest to others.

### **Recognizing Prior Learning (RPL) process**

- Identifies, documents, assesses & recognizes
- Used for self-discovery, self-recognition & career exploration
- Used for recognizing what a person can do vs. a specific standard.

RPL is a process for identifying, documenting, assessing, and recognizing what a person knows and can do.

RPL is a process that can be used for self-discovery, self-recognition, and career exploration.

RPL is a process used for recognizing what a person can do vs. a specific standard. For example, for academic credit or matching your skills for specific employment.

The process that we will be following in this workshop, is a 5-step reflection process that will enable you to eventually develop your talking points and your own elevator speech.

A note about reflection.

Think about the 5 steps like climbing up a ladder. In this workshop we will call it the Ladder to Success.

Where you start your climb, on the first rung, the focus of your reflections will be on internal thinking.

As you continue to climb the ladder you will be moving to reflections that are more refined.

Once you reach the top of the ladder, the reflections will become more formal as you speak about your skills, abilities, and attributes that lead to employability.

## **Employability**

*refers to your ability to gain (get) employment and maintain (keep) employment*

One method to analyze your personal experiences and how they connect to employability is to complete self-assessments.

Self-assessments are designed to help you begin understanding “where am I now against the skills, abilities and attributes an employer would be looking for”?

Think of this as the 2<sup>nd</sup> step on your reflection ladder – it is just for yourself to make sense of what you can do and what might be your strengths.

You are focusing your thinking towards what employers would be looking for and beginning to make judgements and see patterns.