Stepping Into Hope and Change New York City

Thursday, April 7, 2011

Identifying your mission and personal statement (Part 1)

The starting point is you

Session Materials

Time: 11:45am-1:15pm

Location: Studio B

Moderator:

Paulette Fried, MSW, NCCC – Career Services Consultant
Career Transition For Dancers

What Skills You Have and Most Enjoy Using

Generally speaking, all skills divide into six clusters or families. To see which ones you are attracted to, try this PARTY exercise:

Below is an aerial view of a room in which a two-day (!) party is taking place. At this party, people with the same or similar interests have (for some reason) all gathered in the same corner of the room—as described below:

R for "Realistic"
People who have athletic or mechanical ability, prefer to work with objects, machines, tools, plants, or animals, or to be outdoors.

I for "Investigative"
People who like to observe, learn, investigate, analyze, evaluate, or solve problems.

C for "Conventional"
People who like to work with data, have clerical or numerical ability, carrying things out in detail or following through on other's instructions.

A for "Artistic"
People who have artistic, innovating or intuitional abilities, and like to work in unstructured situations, using their imagination or creativity.

E for "Enterprising"
People who like to work with people— influencing, persuading or performing or leading or managing for organizational goals or for economic gain.

S for "Social"
People who like to work with people—to inform, enlighten, help, train, develop, or cure them, or are skilled with words.

Adapted from WHAT COLOR IS YOUR PARACHUTE? by Richard Nelson Bolles
Most careers can be characterized in terms of skills by combining 2 – 4 of the following groupings. Which groups appeal to you most?

### “E” Skills - Enterprising occupations include managerial and sales occupations

<table>
<thead>
<tr>
<th>Motivating others</th>
<th>Conducting groups</th>
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</thead>
<tbody>
<tr>
<td>Persuasive</td>
<td>Initiative</td>
</tr>
<tr>
<td>Promoting</td>
<td>Self-directed</td>
</tr>
<tr>
<td>Influencing others</td>
<td>Change</td>
</tr>
<tr>
<td>Develop rapport / trust</td>
<td>Charisma</td>
</tr>
<tr>
<td>Arbitrating</td>
<td>Courage</td>
</tr>
<tr>
<td>Renegotiating</td>
<td>Leadership</td>
</tr>
<tr>
<td>Bargaining</td>
<td>Prioritizing tasks</td>
</tr>
<tr>
<td>Manipulating</td>
<td>Coordinating</td>
</tr>
<tr>
<td>Showmanship</td>
<td>Supervision</td>
</tr>
<tr>
<td>Demonstrating</td>
<td>Evaluating</td>
</tr>
<tr>
<td>Presentations</td>
<td></td>
</tr>
</tbody>
</table>

### “S” Skills – Social occupations include educational and social welfare occupations

<table>
<thead>
<tr>
<th>Serving and helping</th>
<th>Communicates effectively</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching</td>
<td>Training and development</td>
</tr>
<tr>
<td>Public relations</td>
<td>Curious</td>
</tr>
<tr>
<td>Good listener</td>
<td>Reading</td>
</tr>
<tr>
<td>Patience</td>
<td>Composing</td>
</tr>
<tr>
<td>Establish rapport</td>
<td>Interpreting</td>
</tr>
<tr>
<td>Therapeutic abilities</td>
<td>Translating</td>
</tr>
<tr>
<td>Team work</td>
<td>Flair for writing</td>
</tr>
<tr>
<td>Empathy/understanding</td>
<td>Speaking</td>
</tr>
<tr>
<td>Diplomacy</td>
<td>Group facilitating</td>
</tr>
<tr>
<td>Inventive</td>
<td>Good expression of self</td>
</tr>
<tr>
<td>Advising</td>
<td>Organizer of programs</td>
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</tbody>
</table>

### “I” Skills – Investigative occupations include research, scientific and some technical occupations

<table>
<thead>
<tr>
<th>Observing</th>
<th>Screening</th>
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</thead>
<tbody>
<tr>
<td>Estimating</td>
<td>Exceptional intelligence</td>
</tr>
<tr>
<td>Scanning equipment use</td>
<td>Surveying</td>
</tr>
<tr>
<td>Listening</td>
<td>Research</td>
</tr>
<tr>
<td>Hearing</td>
<td>Interviewing</td>
</tr>
<tr>
<td>Keen senses</td>
<td>Dissecting</td>
</tr>
<tr>
<td>Detecting</td>
<td>Diagnosis</td>
</tr>
<tr>
<td>Perceiving</td>
<td>Grouping or classification</td>
</tr>
<tr>
<td>Discovering</td>
<td>Problem solving</td>
</tr>
<tr>
<td>Learns quickly</td>
<td>Trouble shooting</td>
</tr>
<tr>
<td>Alert</td>
<td>Critiquing</td>
</tr>
<tr>
<td>Appraising</td>
<td>Testing</td>
</tr>
<tr>
<td>Assessing</td>
<td></td>
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</tbody>
</table>
“A” Skills – Artistic occupation include artistic, musical, and literary occupations

- Imaginative
- Ideaphoria
- Inventive
- Creative
- Innovative
- Experimental
- Originality
- Abstract
- Adapting
- Visualize shapes
- Sensitivity
- Expressive
- Communication
- Playfulness
- Facial expressions
- Symbolism
- Audio-visual
- Photographing
- Spatial design
- Illustrating
- Composing
- Fashioning

“C” Skills - Conventional occupations include office and clerical occupations

- Executing decisions and instructions
- Implementing decisions
- Enforcing regulations
- Responsible
- Dispatching
- Efficient
- Perseverance
- Systematic
- Organization
- Clerical ability
- Classification
- Facilitating
- Budgeting
- Resource person
- Numerical ability
- Arithmetic
- Bookkeeping
- Statistics
- Analysis
- Financial reports
- Planning
- Appraising
- Accountability

“R” Skills – Realistic occupations include skilled trades, technical and some service occupations

- Manual skills
- Machine skills
- Designing
- Constructing
- Assembling
- Dexterity
- Crafts
- Precision work
- Culinary
- Operating machinery and equipment
- Maintenance
- Trouble shooting
- Motor coordination and agility
- Recreation
- Athletic
- Outdoor survival
- Travel
- Working with animals
- Ranching
- Farming
- Navigating
- Keen sensations
- Producing work

Learn more at careertransition.org
Dancers are a Valuable Resource in the World of Work

Dancers develop these **Adaptive Skills**, (positive personal qualities and characteristics) that are transferable to other fields, careers and work roles:

- **A**bility to work as part of a team or independently
- **D**isciplined and dedicated
- **A**bility to take direction
- **P**ersistent and able to work under pressure
- **T**rained to think on their feet and adapt quickly to change
- **I**ntelligent and hard-working
- **V**itality, energy and physical stamina
- **E**ngaging physical presence

- **S**trive for excellence
- **K**een motivation to improve and hone their skills
- **I**ndividuals who are successful in one career are more likely to be successful in another
- **L**earning skills of focus and concentration
- **L**istening and observing skills
- **S**trong sense of commitment and responsibility

Learn more at [careertransition.org](http://careertransition.org)

*Adaptive Skills prepared by Suzie Jary, L.C.S.W., C.P., P.A.T.*
*Presented at the First International Symposium of the International Organization for the Transition of Professional Dancers (IOTPD), Lausanne, Switzerland, May 1995*
List of Career Values
(The Knowdell™ Career Values Card Sort developed by Richard L. Knowdell)

- ADVANCEMENT – Be able to get ahead rapidly, gaining opportunities for growth and seniority from work well-done
- ADVENTURE – Have work duties which involve frequent risk-taking
- AESTHETICS – Be involved in studying or appreciating the beauty of things, ideas, etc.
- AFFILIATION – Be recognized as a member of a particular organization
- ARTISTIC CREATIVITY – Engage in creative work in any of several art forms
- CHALLENGING PROBLEMS – Engage continually with complex questions and demanding tasks, trouble shooting and problem-solving as a core part of job
- CHANGE AND VARIETY – Have work responsibilities frequently changed in content and setting
- COMMUNITY – Live in a town or city where I can meet my neighbors and become active in local politics or service projects
- COMPETITION – Engage in activities which pit my abilities against others
- CREATIVE EXPRESSION – Be able to express in writing and in person my ideas concerning job and how I might improve it; have opportunities for experimentation and innovation
- CREATIVITY (general) - Create new ideas, programs, organized structures or anything else not following format developed by others
- EXCITEMENT – Experience a high degree of stimulation or frequent novelty and drama on the job
- EXERCISE COMPETENCE – Demonstrate a high degree of proficiency in job skills and knowledge; show above-average effectiveness
- FAST PACE – Work in circumstances where there is high pace activity and work done rapidly
- FRIENDSHIPS – Develop close personal relationships with people as a result of work activity
- HELP OTHERS – Be involved in helping people directly, either individually or in small groups
- HELP SOCIETY – Do something to contribute to the betterment of the world
- HIGH EARNINGS ANTICIPATED – Be able to purchase essentials and the luxuries of life I wish
- INDEPENDENCE – Be able to determine nature of work without significant direction from others; not have to follow instructions or conform to regulations
- INFLUENCE PEOPLE – Be in a position to change attitudes or opinions of other people
- INTELLECTUAL STATUS – Be regarded as very well-informed and a strong theorist, as one acknowledged “expert” in a given field
- JOB TRANQUILITY – Avoid pressures and “the rat race” in job and role and work setting
- KNOWLEDGE – Engage myself in pursuit of knowledge, truth and understanding
- LOCATION – Find place to live (town, geographic area) conducive to my lifestyle, a desirable home base for my leisure, learning and work life
- MAKE DECISIONS – Have the power to decide courses of action, policies, etc. – a judgement job
- MORAL FULFILLMENT – Feel that my work is contributing to ideals I feel are very important
- PHYSICAL CHALLENGE – Have a job that requires bodily strength, speed, or dexterity, or agility
- POWER AND AUTHORITY – Control the work activities or (partially) destinies of others
- PRECISION WORK – Deal with tasks that have exact specifications, that require careful, accurate attention to detail
- PROFIT, GAIN – Have strong likelihood of accumulating large amounts of money or other material gain through ownership, profit-sharing, commissions, merit pay increases and the like
- PUBLIC CONTACT – Have a lot of day-to-day contact with people
- RECOGNITION – Get positive feedback and public credit for work well done
- SECURITY – Be assured of keeping my job and a reasonable financial reward
- STABILITY – Have a work routine and job duties that are largely predictable and not likely to change over long period of time
- STATUS – Impress or gain the respect of friends, family and community by the nature and/or level of responsibility of my work
- SUPERVISION – Have a job in which I am directly responsible for work done by others
- TIME FREEDOM – Have responsibilities I can work at according to my time schedule; no specific working hours required
- WORK ALONE – Do projects by myself, without any amount of contact with others
- WORK ON FRONTIERS OF KNOWLEDGE – Work in research and development, generating information and new ideas in the academic, scientific or business communities
- WORK UNDER PRESSURE – Work in time-pressured circumstances, where there is little or no margin for error, or with demanding personal relationships
- WORK WITH OTHERS – Have close working relations with group; work as a team to common goals