My Workplace Strengths

Story ↓ Strength ↓ Skill ↓ Workplace Value

1 Experience

What happened?

2 Strength

What did this show about me?

My Workplace Strengths

Story ↓ Strength ↓ Skill ↓ Workplace Value

3 Skills

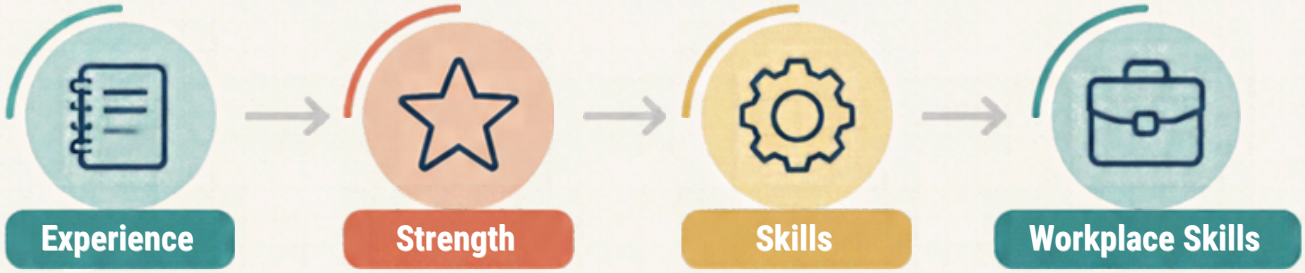
What did I have to do?

4 Workplace Skills

What would an employer call these skills?

My Workplace Strengths

Story ↓ Strength ↓ Skill ↓ Workplace Value



What does this say about me?

This experience helped me develop...

From Life Skills to Workplace Language

Facilitator Guide



Purpose

Participants will brainstorm responsibilities and experiences from their lives, then translate those experiences into transferable workplace language. Listen for skills rather than job titles, and affirm the strengths participants already use.

PLANNING AND ORGANIZATION

Participants might say	Listen for the life skill	Translate into workplace language
• I kept everyone on schedule. • I managed appointments. • I planned meals. • I made sure things got done. • I kept track of multiple responsibilities.	• Planning • Scheduling • Prioritizing • Coordinating	• Time Management • Organization • Managing Priorities • Coordination • Attention to Detail • Administrative Skills

BUDGETING AND MANAGING RESOURCES

Participants might say	Listen for the life skill	Translate into workplace language
• I made ends meet. • I stretched a small budget. • I managed household finances. • I made difficult financial decisions.	• Budgeting • Decision-Making • Resource Management	• Resource Management • Financial Responsibility • Decision-Making • Problem Solving • Planning

PARENTING & CAREGIVING

Participants might say	Listen for the life skill	Translate into workplace language
• I raised children. • I took care of family members. • I supported people through difficult situations. • I managed a household.	• Caregiving • Communication • Responsibility • Multi-tasking • Patience	• Leadership • Responsibility • Teamwork • Communication • Customer Service • Time Management

HELPING OTHERS

Participants might say	Listen for the life skill	Translate into workplace language
• People come to me for advice. • I support friends and family. • I help solve problems.	• Listening • Empathy • Communication • Support	• Customer Service • Interpersonal Skills • Communication • Relationship Building • Collaboration

OVERCOMING CHALLENGES

Participants might say	Listen for the life skill	Translate into workplace language
• I survived difficult situations. • I kept going. • I adapted when things changed.	• Perseverance • Adaptability • Resilience • Resourcefulness	• Adaptability • Resilience • Flexibility • Problem Solving • Initiative

SOLVING PROBLEMS

Participants might say	Listen for the life skill	Translate into workplace language
• I figured things out. • I found another way. • I handeled unexpected issues. • I dealt with emergencies.	• Problem Solving • Critical Thinking • Decision Making	• Problem Solving • Critical Thinking • Decision Making • Analytical Thinking • Troubleshooting

WORKING WITH OTHERS

Participants might say	Listen for the life skill	Translate into workplace language
• I worked through disagreements. • I got people on the same page. • I helped others cooperate. • I worked as part of a group.	• Conflict Resolution • Cooperation • Communication	• Teamwork • Collaboration • Conflict Resolution • Relationship Management • Communication

LEARNING & GROWTH

Participants might say	Listen for the life skill	Translate into workplace language
• I completed a program. • I earned my GED. • I learned something new. • I taught myself a skill.	• Learning • Commitment • Self-Motivation	• Continuous Learning • Professional Development • Initiative • Self-Motivation • Goal Oriented

TAKING RESPONSIBILITY

Participants might say

- People depended on me.
- I followed through.
- I showed up.
- I took ownership.

Listen for the life skill

- Dependability
- Accountability
- Responsibility

Translate into workplace language

- Reliability
- Accountability
- Professionalism
- Work Ethic
- Dependability

LEADERSHIP

Participants might say

- People looked to me for guidance.
- I organized activities.
- I took charge when needed.
- I mentored others.

Listen for the life skill

- Guiding others
- Organizing
- Decision Making

Translate into workplace language

- Leadership
- Initiative
- Mentoring
- Team Leadership
- Coordination

Facilitator note

Affirm the experience first, then introduce workplace language as another way to describe the skill.

Optional follow-up prompts

What did you have to keep track of?
How did you decide what needed to happen first?
What did you do when plans changed?

You are not starting from zero; you are learning to recognize the value you have been building all along.