

# Identifying Values, Strengths and Skills



45 MINUTES

Students identify their values and interests with respect to career choices. Once they are identified, they consider potential careers based on their personal attributes and interests.

## PREP

Choose 1, 2 or all 3 inventories to do with students.

## MATERIALS

- *My Values* worksheet
- *My Strengths* worksheet
- *My Skills* worksheet

## EXPLAIN

- 1 When choosing a career, it's important to know about the labor market, that is, the availability of jobs in various fields, but it's also important to know about yourself. Why?

› *Example: Because not all job-seekers are well suited to all jobs.*

For example?

› *Example: Teachers should be patient. Health educators should be comfortable speaking in public.*

What is important to know about yourself when considering careers?

› *Examples: What you like to learn about, what types of skills you enjoy practicing, such as skills that involve working with your hands, or skills that involve working with people. What types of environment you enjoy working in, for example, outdoors or in an office.*

- 2 Distribute the worksheets, asking students to complete them based on their honest responses. This should be a personal, introspective activity.

**My Values:** Students identify which work-related values are important to them, for example, setting one's own hours, working alone, using creativity.

**My Strengths:** Students identify their own personal characteristics considering which will be assets or liabilities in the job market.

**My Skills:** Students identify areas in which they excel, such as negotiating, organizing events, selling ideas or products, working with children.

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Framework, 2015

## My Values

Values are attitudes or beliefs that represent your preferences. Values are not right or wrong, or true or false but they can determine how you behave, feel, think and also how you make decisions.

Select your top FIVE values. If you find that you have more than five, do your best to narrow down your selection to your STRONGEST five values.

|  |   |  |
|--|---|--|
| Be an expert at what I do                  | Follow a set routine daily most of the time | Opportunities for personal growth          |
| Set my own hours/have flexibility          | Work alone most of the time                 | Work regular hours                         |
| Compete with others on the job             | Gain a sense of achievement                 | Work under pressure                        |
| Spend time with family                     | Work as a member of a team                  | Own my own business                        |
| Contact with the public                    | Work in a fast-paced environment            | Opportunity for personal growth            |
| Take risks                                 | Help improve society                        | Opportunities for professional development |
| Earn a high salary                         | Help other people                           | Prestige or social status                  |
| Travel often for business                  | Work in a physically pleasant environment   | Perform a variety of tasks each day        |
| Experience adventure/excitement on the job | Job security                                | Set my own hours/have flexibility          |
| Use my creativity                          | Work indoors                                |  |
| Feel respected for my work                 | Work outdoors                               |  |
| Wear a uniform                             | Lead and influence others                   |  |

After you complete this inventory, write a reflection on the following questions:

Why are these values particularly important to you? How have they shaped your life so far? How might they shape your choice of major, or career?

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## My Strengths

We all possess strengths that contribute to our success. It is important to recognize these qualities because they can help you identify careers that will satisfy you.

Select your top FIVE strengths. If you find that you have more than five, do your best to narrow down your selection to your STRONGEST five strengths.

|                     |                       |                             |
|---------------------|-----------------------|-----------------------------|
| Accept criticism    | Curious               | Fair-minded                 |
| Accurate            | Decision-maker        | Independent                 |
| Adaptive            | Dependable            | Logical                     |
| Adventurous         | Determined            | Motivated                   |
| Approachable        | Direct                | Perform well under pressure |
| Artistic            | Easy-going            | Problem-solver              |
| Reliable            | Efficient             | Quick thinker               |
| Attention to detail | Enthusiastic          | Realistic                   |
| Calm                | Expressive            | Relate well to others       |
| Confident           | Honest                | Responsible                 |
| Considerate         | Hospitable, welcoming |                             |
| Creative            |                       |                             |

**After you complete this inventory, write a reflection on the following questions:**

Why did you select these particular strengths? How do these strengths help you as a student? How might they help you in your career? What areas would like to strengthen, as you move forward?

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## My Skills

Skills are learned through your work, school and everyday living. It is important to identify the skills you have to help pinpoint occupations that correspond to them.

Use the chart below to select your top FIVE skills. If you find that you have more than five, do your best to narrow down your selection to your STRONGEST five skills.

|   |   |
|---|---|
| Ability to multi-task                               | Make decisions                          |
| Attention to detail                                 | Manage groups of people                 |
| Carry out plans                                     | Manage my time effectively              |
| Convince others to see things my way                | Meet targets and goals                  |
| Counsel—advise others                               | Motivate myself and others              |
| Delegate tasks to others                            | Negotiate                               |
| Develop evaluation strategies                       | Organize events                         |
| Edit written material                               | Provide constructive feedback to others |
| Effective team player                               | Recognize nonverbal communication       |
| Express my ideas verbally                           | Report information accurately           |
| Extract important information from written material | Resolve conflicts                       |
| Find better ways of doing things                    | Resourceful                             |
| Follow policies correctly                           | Sell ideas or products                  |
| Gather information from a variety of sources        | Sensitive to the needs of others        |
| Get along with diverse groups                       | Set and meet deadlines                  |
| Identify feelings in myself and others              | Set goals                               |
| Identify the reasons something isn't working        | Share credit                            |
| Imagine new ways of doing things                    | Solve problems                          |
| Lead group discussions                              | Speak and write clearly                 |
| Listen carefully and take notes for reference       | Take responsibility to get a job done   |
| Listen carefully to others' point of view           | Teach others                            |
|   | Work with children                      |

After you complete this inventory, write a reflection on the following questions.

Where did you learn these particular skills? How do these skills help you as a student? How might they help you in your career?

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