

# Career Skills Development Guide

## Beginner



Congrats, you've already taken the first step by opening the **Career Skills Development Guide**. These tips can help you hone workforce skills for overall career success in any field. Just a few small changes everyday will benefit you and your career. Check each accomplishment off as you master them. Once you're ready, continue onto the **Intermediate** guide.

### Master email 101

The working world communicates via email everyday so practice responding in a quick & concise manner. It's a habit worth perfecting that will pay huge dividends long term.

- » **Respond promptly:** Answer important emails in less than 24 hours so the recipient knows (or thinks) they're top priority.
- » **Be concise:** Keep email copy between 5-7 sentences. Summarize your email in the subject line.

### Lead a group project

Practice teamwork, delegation and leadership - all while getting class credit.

- » **Organize & strategize:** Initiate a thorough team brainstorm considering all ideas and lay out a roadmap or next steps.
- » **Delegate & collaborate:** Delegate tasks to the group, considering each person's strengths & interests.
- » **Create a timeline:** Assign actionable requirements with owners & due dates so each person knows their contribution to the end goal.
- » **Track progress:** Keep a check on how you're doing and recap the results in a crisp & clear manner. Make sure you highlight successes, missed opportunities, future considerations and recognize top performers.

### Get involved

Join a club, sports team, or other activity to develop interests and build teamwork skills.

- » **Join a club/organization:** Find a club or group of interest and attend at least three meetings before you determine if it's worth your full commitment. Stick with one club for at least a year.
- » **Become a leader:** Manage or lead one event or activity within the group. Own the success of that commitment and add to your resume.

### Speak up in class

Stand up for your opinions, ask questions and participate in heated dialogue. This will make pitching a project or idea in the future easier.

- » **Form an opinion:** Pick a topic of interest in class and give your take on it. Become an expert with facts, articles or historical references and outcomes.
- » **Timing is everything:** Hone your listening skills by providing helpful & timely commentary during class discussions.
- » **Get backup:** Be perceived as an expert. Research one idea or concept unclear to you before a lecture, and then provide commentary. Become the professor's go to person for that topic or concept.

**Beginner Life Skill:** Ask questions. Clarify expectations upfront.