



KUZUKO GROUP

IChemE Career Solutions Webinar Series

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Series Overview

Title of Webinar	Date
Session 1 - Transferable Skills	11th November 2020
Session 2 - CV and Cover Letter	18 th November 2020
Session 3 - Using LinkedIn to Improve Personal Branding and Digital Fluency	25 th November 2020
Session 4 - Job Search Strategy	2 nd December 2020
Session 5 - Interview Techniques	9 th December 2020
Session 6 - Coaching, Mentoring and NLP	16 th December 2020

Time: 6.30pm (UK time)

Session 1 Agenda - Transferable Skills

1. My journey of building resilience
2. What are transferable (soft) skills?
3. Why are transferable (soft) skills important?
4. 20 Trending transferable (soft) skills
5. Questions and Answers



My Journey of Building Resilience



- While we are all engineers, we are all **very unique** - unique in the way we speak, think and behave irrespective of our **engineering qualifications**.
- It is clear that **one size does not fit all** and more needs to be done to support the development of engineers around us especially through these very challenging times.
- I've learnt many **valuable lessons** through my failures. Many of these **failures** turned into redirections and an **opportunity** to build resilience.

My Journey of Building Resilience

School & Sixth Form

FAILURE: I **didn't meet the A Level requirements** to get into Pharmacy at University.
OPPORTUNITY: I was redirected to the wonderful world of Chemical Engineering through Clearing.

University

FAILURE: I **failed** modules in the early years of my Chemical Engineering Degree.
OPPORTUNITY: I persevered and graduated with a First Class Masters (Hons).

Academia & Research

FAILURE: I **failed** the graduate assessment day at a major engineering company.
OPPORTUNITY: I secured a fully funded PhD at the Energy and Bioproducts Research Institute with frequent travel to Europe and Latin America.

Industry

FAILURE: After completing my PhD, I **failed** the entry test to join a consultancy.
OPPORTUNITY: I am now Chartered and enjoy a hybrid career of Business Development, Coaching and Directorship. I also recently secured my first role as a board member.

WHAT HELPED ME COULD HELP YOU!



What Are “Transferable” or “Soft” Skills?

*A transferable skill is an ability or expertise which may be used in a variety of roles or occupations. It is not enough to have the skills, but to also be able to **sell yourself** with those skills. These skills **can** be learned.*



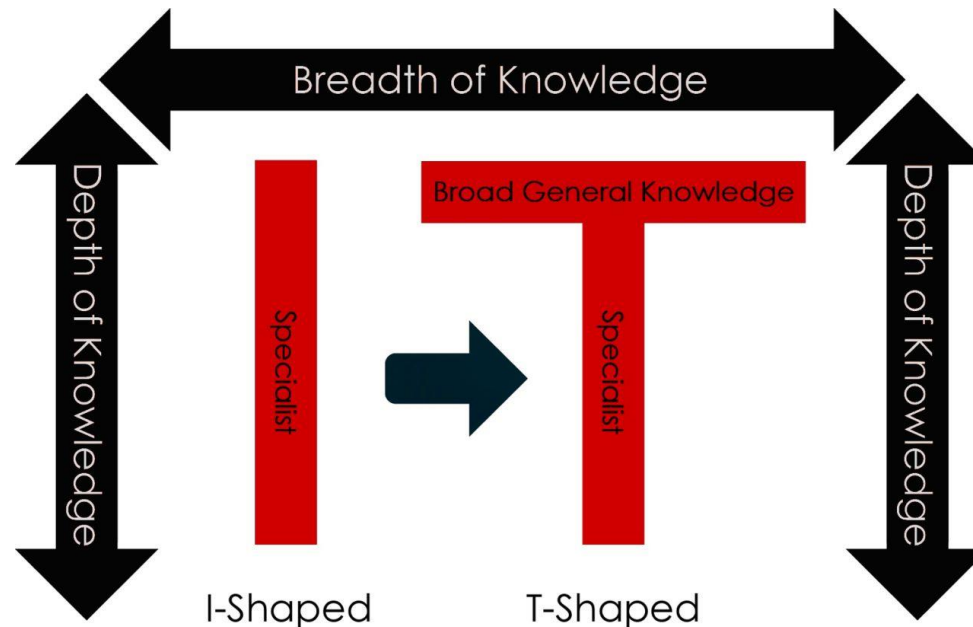
Why Are Transferable (Soft) Skills So Important For Your Career?



- Half of an interview looks at the **technical (hard) skills**, while the other half is about seeing if you'll be a **good cultural fit**.
- Many recruiters are likely to take a chance on **someone with great transferable skills** vs. someone who is highly qualified candidate with weak transferable skills.
- Your potential employer wants to know if you'll **get along with everyone** and if they really want to spend 40+ hours a week with you.
- Build **strong relationships** with your colleagues, managers and clients.
- Extend your **network**, retain a **job** or get that next job or **promotion**.

Why Are Transferable (Soft) Skills So Important For Your Career?

- Engineers can benefit by developing themselves as **T-Shaped** professionals!
- A T-shaped professional is a **highly sought after** individual who has **deep knowledge and specialist technical skills**, but also **broader attributes and soft skills** such as empathy, communication skills, team building, and the ability to collaborate allowing them to **effectively connect across different disciplines**.
- Regularly invest in conducting a **T-shaped skills gap analysis** to develop a brighter future!



Transferable Skills

Leadership	Communication	Commercial Awareness & Business Acumen	Time Management	Emotional Intelligence
Innovation & Creativity	Empathy	Teamwork	Reliability	Lifelong Learning
Motivation & Initiative	Confidence	Integrity	Positivity & Enthusiasm	Flexibility
Rapport Building & Networking	Good Work Ethic	Loyalty	Resourcefulness	Problem Solving

Leadership Skills

- A leader is effective not because of a job title but because of a **mindset**.
- Leadership is an **attitude** we can apply in every situation. When we start to see each moment as an invitation to lead, we can take the leap towards our highest potential.
- We can lead at **home, at work, with relationships, with our health, wellbeing and finances**. All of these are important to ensure we show up in the best way we can each day.
- Some Self-Leadership Principles:
 - Manage your **inner critic** and thoughts
 - Take initiative in every situation.
 - Prioritise **personal growth** and the **pursuit of excellence**.
 - Let go of needing recognition.
 - Consistently look for better ideas.



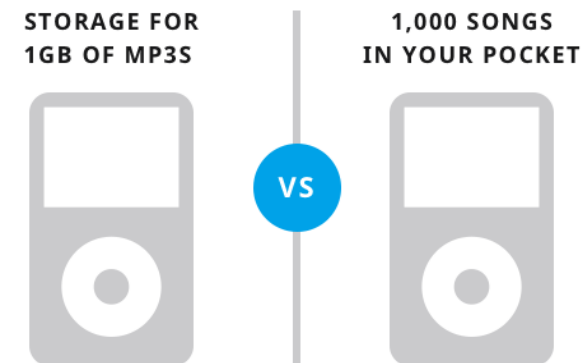
Effective Communication

- Public Speaking
- Presentation Skills
- Clarity of Speech and Writing
- **Non-Verbal Communication**
(body language, eye contact, gestures)
- **Listening Skills**
- Open-Mindedness
- Giving and Receiving Feedback
- Empathy
- Knowing When To Communicate

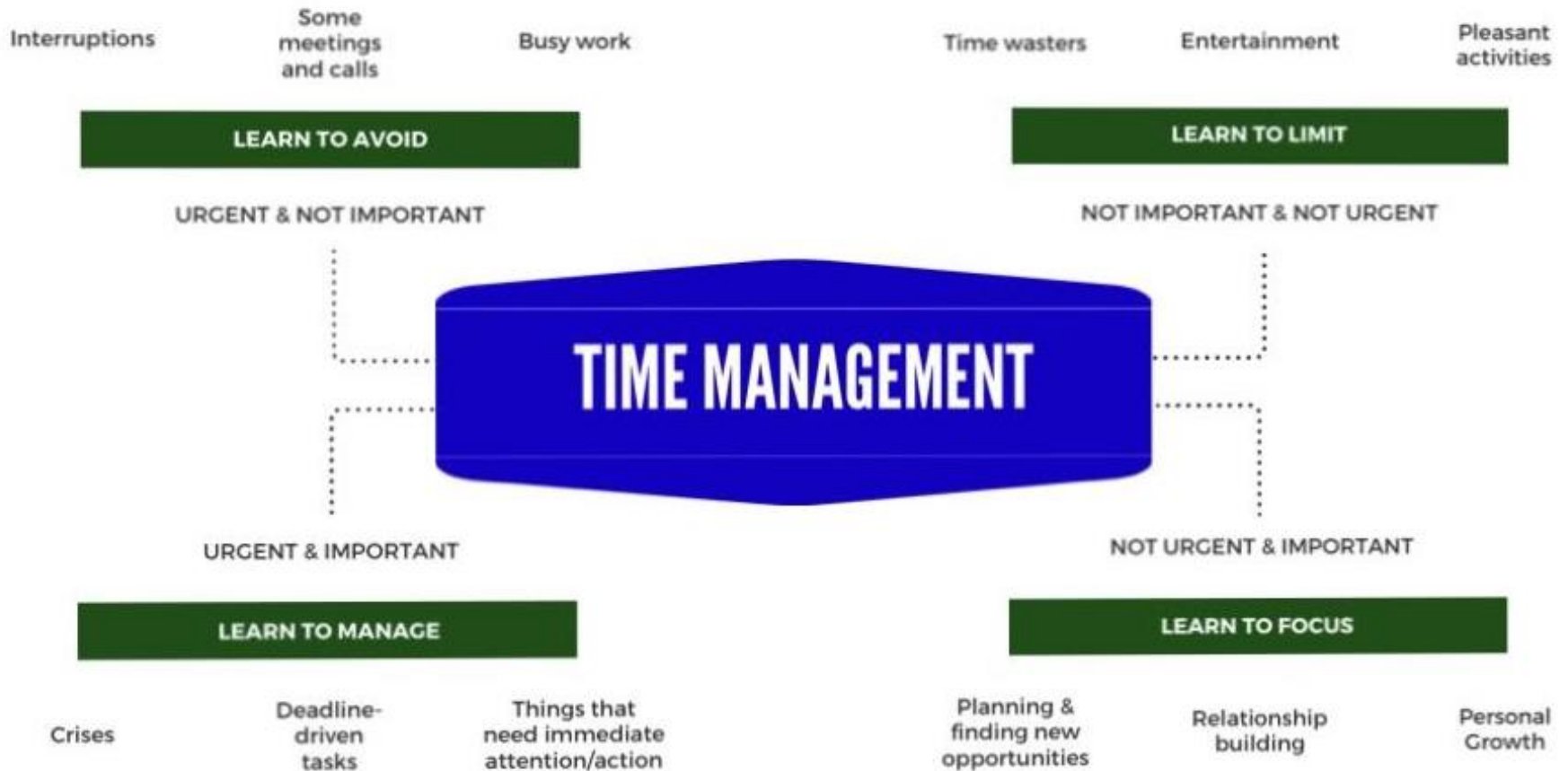


Commercial Awareness & Business Acumen

- Show interest in business operations/commercial activities.
- Present yourself as the gatekeeper between the technical and commercial teams.
- Understand Features vs Benefits.
 - ✓ Features are factual and relate to us.
 - ✓ Benefits are the advantages that your audience gains by engaging with you.
 - ✓ People buy benefits and people buy from people.



Time Management



Emotional Intelligence

IQ

Analytical Skills
High Concentration
Intense Focus
Excellent Memory

EQ

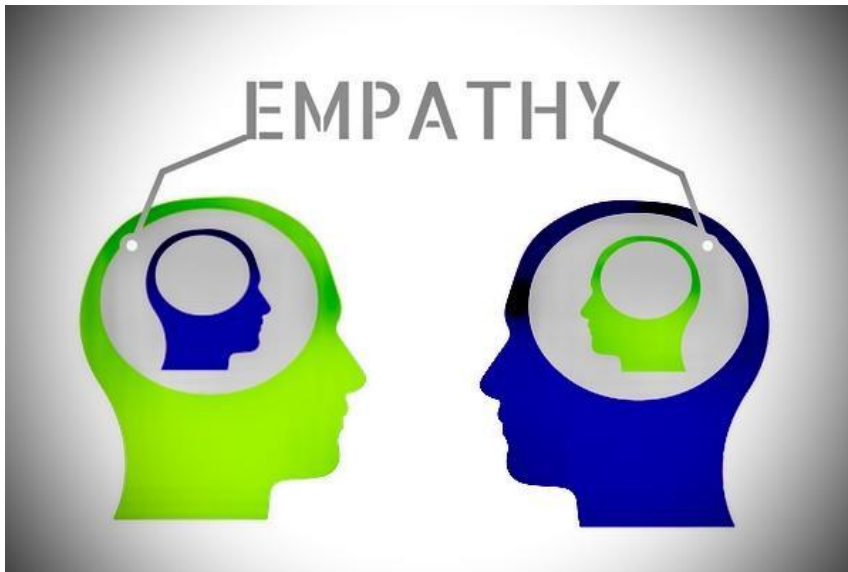
Self Awareness
Self Regulation
Motivated
Empathy

Innovation and Creativity – through Intrapreneurship

Characteristics of intrapreneurs that drive growth and innovation in organisations:

1. Desire to progress and make a change
2. Risk takers
3. Initiative takers
4. Problem solvers
5. Curious
6. Self-motivated
7. Proactive
8. Opportunity scanners
9. Opportunity recognisers
10. Action oriented
11. Informed
12. Diverse in thinking and outlook





3 types of empathy we can adopt:

1. **Cognitive Empathy** - understand perspective of others and how they think
2. **Affective Empathy** - mirror or share their feelings
3. **Empathic Concern** - recognise emotions, feel and show concern

Have you put yourself in another persons shoes lately?

- A team is a place to become **masterful**, we can do much more together than we can alone.
- Each member has an opportunity to bring their **unique stack of skills** to create a high performing team.
- Everyone has their own style of working, there can be conflict and miscommunication.
- **A group of high performing individuals do not make up high performing teams.**
- Effective teams learn know how to pass the ball, to ensure members are available and engaged to solution focused thinking. There is rapport, open channels of **communication, agreement, respect and trust.**
- Getting to a level of trust can take time, but once that happens, members start to feel like they are a part of the team and **achieve meaningful results for themselves and stakeholders.**



Demonstrate reliability by:

1. Arriving to work or making the call **on time**.
2. Respect project deadlines and make every effort to meet them.
3. Support coworkers when they need help.
4. Know when to **say no**; only take on projects you have time to complete.
5. Produce high-quality work that always meets, if not exceeds, expectations.



Benefits of CPD for Professionals

**“
IF WE KEEP DOING
WHAT WE’RE
DOING, WE’RE
GOING TO KEEP
GETTING WHAT
WE’RE GETTING
”**

- Fill skills and knowledge gaps to adapt positively to changes in work/industry requirements.
- Can be useful for performance reviews and appraisals.
- Builds confidence and credibility to stand out from the crowd.
- Supports you in achieving your career goals.
- Helps you to regularly focus on how you can become a more competent and effective professional.

Lifelong Learning – Continuous Professional Development

Benefits of CPD for Employers/Clients

- Enhances client confidence and loyalty.
- Increases employee competency, resulting in greater efficiency in the workplace.
- Boosts morale and motivation in the workplace.
- Promotes a healthy learning culture leading to a more fulfilled workforce and provides a means to retaining staff.



Motivation and Initiative

Know what motivates you:

- Intrinsic (self-motivation)
- Extrinsic (reward driven behaviour)



Be Effective
Take Initiative

Show initiative by:

1. Taking on additional tasks
2. Foreseeing obstacles and highlight them as early as possible.
3. Not taking comments and suggestions personally.
4. Making an effort to listen to discussions.
5. Asking for feedback and acting on it.

- Confidence means different things to different people.
- What does confidence mean to you?
- We can become more confident by:
 - a) Increasing self-awareness and **acceptance**.
 - b) Avoiding unhealthy comparisons.
 - c) Challenging negative self-talk and shifting towards more positive and resourceful self-talk.
 - d) Seeking feedback or support.



Examples of Integrity Skills:



1. Trustworthiness
2. Honesty
3. Kindness
4. Being Ethical
5. Having High Moral Standards
6. Focusing
7. Doing What's Right
8. Attentiveness
9. Displaying Personal Values
10. Having Principles

**POSITIVITY IS LIKE A MUSCLE:
KEEP EXERCISING IT, AND IT BECOMES A HABIT.**

Examples of Positive Attitude Skills:

- Happiness
- Confidence
- Optimism
- Enthusiasm
- Encouraging
- Courageousness

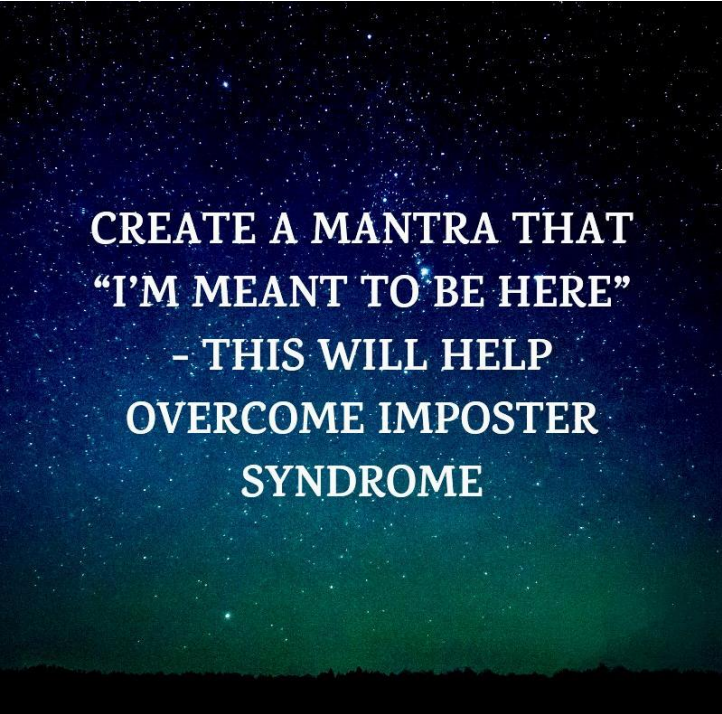


**JUST WHEN YOU THINK YOU HAVE LEARNED THE WAY TO LIVE,
LIFE CHANGES!**

Examples of Flexibility Skills:

1. Willingness to Change
2. Adaptability & Agility
3. Lifelong Learning
4. Teachability
5. Acceptance
6. Adjustability
7. Versatility
8. Improvisation
9. Calmness
10. Focusing on Solutions





CREATE A MANTRA THAT
“I’M MEANT TO BE HERE”
- THIS WILL HELP
OVERCOME IMPOSTER
SYNDROME

- Remember the basics of good communication.
- Don’t forget to smile, be friendly (not awkward) and use positive words.
- Find common ground.
- Create shared experiences.
- Be empathetic.
- Create a solid support system and focus on the enablers.
- Find people who will collaborate with you.
- Appreciate other people’s map of the world.
- Find peace in knowing that you are not everyone’s cup of tea.
- **Imposter Syndrome – everyone has it!**

WORK HARD. HAVE FUN. MAKE A DIFFERENCE!

Examples of Good Work Ethic:

1. Perseverance
2. Determination
3. Diligence
4. Committing
5. Productiveness
6. Efficiency
7. Self-Motivation
8. Punctuality

**NOTHING
WORTH HAVING
COMES EASY**

A loyal employee is important because it:

- Enhances productivity in the workplace.
- Enhances the customer's experience.
- Improves the company's image.
- Improves company's performance.
- Encourages inclusion.
- Encourages more people to work for the company.

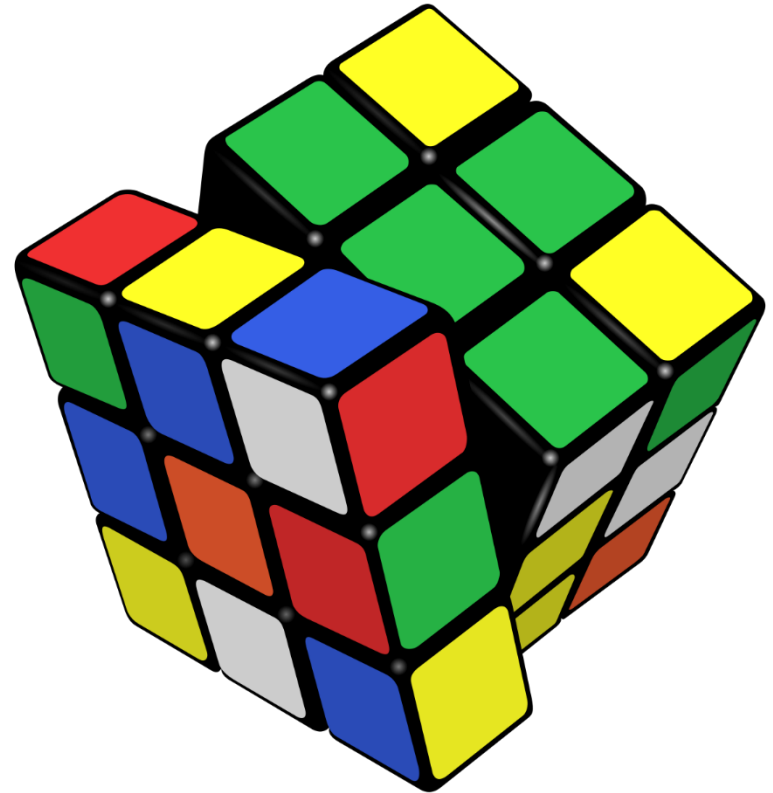


RESOURCEFULNESS ALLOWS US TO OPTIMISE WHAT WE HAVE TO WORK WITH FOR GREATER ACCOMPLISHMENTS.

- This is extremely important particularly in challenging markets as budgets are often cut, but tasks still need to be completed.
- Ways to be resourceful:
 - 1) Continuously develop new sought after skills.
 - 2) Know your strengths and weaknesses.
 - 3) Give yourself time to think.
 - 4) Leverage what you have better or freely available.
 - 5) Welcome your problems and challenges.

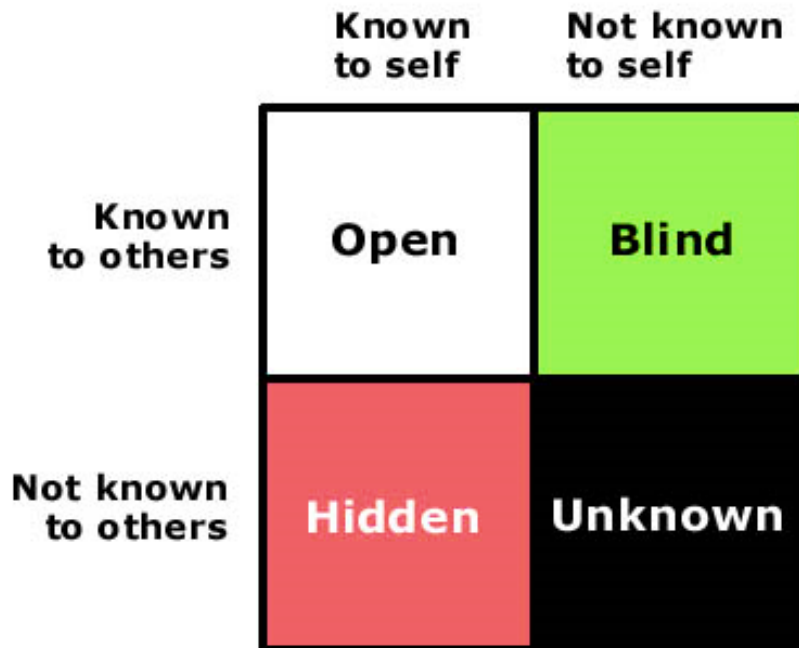
REMEMBER:

- We don't need to be an expert to attempt at solving a problem.
- Persistence is key, one more attempt may solve the problem. However, also know when to give up.
- Problem solving means we are constantly learning.
- Engineers are problem solvers for life!



Increasing Self-Awareness of your Strengths and Weaknesses

The Johari Window



- Understand your **strengths and weaknesses**.
- Generalisations about your weaknesses do not help. Be specific and try to improve them one at a time. Eventually they'll no longer be your weaknesses.
- Identify your **self-limiting beliefs**.
- If you don't believe it, then the chances of others believing it and buying into you are low.

Transferable Skills Actions

INSTRUCTIONS:

1. Seek feedback.
2. Complete all of the columns on this sheet to help understand your personal value proposition and next steps for improvement.

IMPORTANT: ONLY put actions that you really WANT to (and committed to) do on this sheet!

	Transferable Skill	Rating	Action To Improve Rating	Deadline	Complete
1.	Leadership Skills	___ /10			<input type="checkbox"/>
2.	Effective Communication	___ /10			<input type="checkbox"/>
3.	Commercial Awareness & Business Acumen	___ /10			<input type="checkbox"/>
4.	Time Management	___ /10			<input type="checkbox"/>
5.	Emotional Intelligence	___ /10			<input type="checkbox"/>
6.	Innovation and Creativity	___ /10			<input type="checkbox"/>
7.	Empathy	___ /10			<input type="checkbox"/>
8.	Teamwork	___ /10			<input type="checkbox"/>
9.	Reliability	___ /10			<input type="checkbox"/>
10.	Lifelong Learning	___ /10			<input type="checkbox"/>
11.	Motivation and Initiative	___ /10			<input type="checkbox"/>
12.	Confidence	___ /10			<input type="checkbox"/>
13.	Integrity	___ /10			<input type="checkbox"/>
14.	Positivity and Enthusiasm	___ /10			<input type="checkbox"/>
15.	Flexibility	___ /10			<input type="checkbox"/>
16.	Rapport Building & Networking	___ /10			<input type="checkbox"/>
17.	Good Work Ethic	___ /10			<input type="checkbox"/>
18.	Loyalty	___ /10			<input type="checkbox"/>
19.	Resourcefulness	___ /10			<input type="checkbox"/>
20.	Problem Solving	___ /10			<input type="checkbox"/>

Thank you for listening



Don't forget to **celebrate the little wins** and **be the best version of you** – for you and your loved ones!