

WORKING LIFE SKILLS

Career preferences

- What aspect(s)/element(s) do you value the most in terms of your working life?
- Career management should focus on individuals' preferences, not the organization's needs.

- Career anchors / Edgar H. Schein
 - Career Anchor represents a unique combination of perceived career competence, motives, and values.
<https://www.careeranchoronline.com/SCA/about.do?open=prod>
<https://www.mindtools.com/af694e5/scheins-career-anchors>

- Career anchors test:
<https://psycho-tests.com/test/sheins-career-anchors>

Career anchors (Edgar H. Schein)

- **Technical/Functional (asiantuntijuus & pätevyys)**
Skilled professional or expert in a particular field.
- **General managerial (johtaminen)**
Delegating, training, decision making, directing and dealing with people.
- **Autonomy/independence (autonomia & riippumattomuus)**
Own rules and standards, independent work, self control of work.
- **Security/stability (turvallisuus & pysyvyys)**
Calm, stable, predictable environments, no risks.

Career anchors (Edgar H. Schein)

- **Entrepreneurial creativity (luovuus & yrittäjyys)**
Incentive, creative and energetic, new businesses and directions.
- **Service/dedication to a cause (palvelu & omistautuminen)**
The desire to serve others, work reflecting core values, purpose.
- **Pure challenge (aito haasteellisuus)**
Problem solving, meeting challenges, competitive, obstacles as opportunities.
- **Lifestyle (elämäntyylin integroituminen)**
Balance of work, family and leisure, flexible working life.

Characteristics of an entrepreneur

A successful entrepreneur will possess many abilities and characteristics, including the ability to be:

- Curious
- Flexible and adaptable
- Persistent
- Passionate
- Willing to learn
- A visionary
- Motivated

Entrepreneurial drive stems from qualities like these, just as an entrepreneur's ability to succeed will depend on developing these abilities.

(Source: <https://online.stanford.edu/what-is-entrepreneurship>)

Motivation and entrepreneurship

- Some motivational concepts have been recognized to effect on entrepreneurship:
 - Need for achievement
 - Risk taking
 - Tolerance for ambiguity
 - Locus of control ('hallintakäsitys')
 - Self-efficacy ('minäpystyvyys')
 - Goal setting
 - Independence
 - Drive (ambition, goals, energy, stamina)
 - Egoistic passion
- Some cognitive factors identified to be needed:
 - Knowledge (especially of the industry)
 - Skills (depend on circumstances)
 - Abilities (necessary case-related abilities, including intelligence)
- The cognitive factors enable the entrepreneurs to develop a vision and strategy and carry it out successfully.
- Motivation helps the entrepreneurs to acquire the knowledge, skills and abilities and to implement the necessary actions.

(Source: Shane, Locke & Collins (2003): Entrepreneurial motivation. Human Resource Management Review, 13, 257-279.)

Main tasks of an entrepreneur

- 7 main tasks of an entrepreneur:

- Planning
- Organization
- Delegation
- Motivation
- Control
- Team building
- Learning

(Source: <https://www.investingstockonline.com/main-tasks-entrepreneur/>)

- Entrepreneurial task categories:

- Tasks related to creativity and ideation
- Planning tasks
- Execution as entrepreneurial tasks – implementation
- Monitoring and controlling as entrepreneurial tasks
- Communication as entrepreneurial tasks

(Source: <https://www.entrepreneurshipinbox.com/8881/categorization-of-your-entrepreneurial-tasks/>)

Assignment: Entrepreneur tests

- Take one test to evaluate your suitability to be an entrepreneur (if you are or plan to be an entrepreneur).
- Yrittäjätesti / Yrittäjät:
<https://www.yrittajat.fi/tietopankki/yrittajaksi-ryhtyminen/yrittajatesti/>
(available in Finnish)
- Oma Yritys-Suomi / My Enterprise Finland
<https://oma.yrityssuomi.fi/yrittajatesti-soveltuvuus/aloitus>
(available in Finnish and in English)
- Yrittäjyyspeli / Uusyrityskeskus
<https://uusyrityskeskus.fi/apua-yrittajyyteen/yrittajyyspeli/>
(available in Finnish)

Main tasks of team leaders

- “A team leader is someone who oversees the functionality of a workgroup by providing guidance and instruction.”
- The roles of a team leader:
 - Manager or supervisor
 - Strategist
 - Communicator
 - Organizer
 - Goal setter
- Important responsibilities of a team leader:
 - Coach team members
 - Develop team strengths and improve weaknesses
 - Identify team goals and evaluate team progress
 - Resolve conflict
 - Organize team initiatives

(Source: <https://www.indeed.com/career-advice/career-development/responsibilities-of-a-team-leader>)

Important traits of a team leader

- Some traits are recognized to be important for a team leader:
 - Verbal and nonverbal communication skills
 - Communicating in a way that is clear, effective and directive.
 - Organizational skills
 - Monitoring progress and keeping team members motivated.
 - Ability to delegate
 - Trusting in the abilities of the team.
 - Integrity
 - Leading by example.
 - Confident work ethic
 - Displaying confidence in the task and the team itself can help to instill confidence in team members.

(Source: <https://www.indeed.com/career-advice/career-development/responsibilities-of-a-team-leader>)

- How great leaders inspire action / Simon Sinek (Ted talk):

https://www.ted.com/talks/simon_sinek_how_great_leaders_inspire_action?referrer=playlist-how_leaders_inspire&autoplay=true

Ideal team players

- According to Patrick Lencioni, you can't have a successful team without trust. Lencioni's five dysfunctions of a team are:
 - (1) Absence of trust.
 - (2) Fear of conflict.
 - (3) Lack of commitment.
 - (4) Avoidance of team accountability.
 - (5) Inattention to team objectives.

(Source: <https://www.mindtools.com/a60oqev/lencionis-five-dysfunctions-of-a-team>)

- Lencioni has also identified three key qualities a person needs to be an integral part of an effective team (three virtues):
humility/humble, hunger/hungry, and intelligence/smart.
- Are you an ideal team player / Patrick Lencioni (Ted talk)
https://www.ted.com/talks/patrick_lencioni_are_you_an_ideal_team_player?hasSummary=true
- The Ideal Team Player: How to Grow an effective team
<https://leaders.com/articles/leadership/ideal-team-player/>

Future skills

- Tärkeimmät geneeriset osaamiset vuonna 2035 / 'The most important **general capabilities** in 2035' – top 10 (Finnish National Agency for Education):
 - Kestävän kehityksen periaatteiden tuntemus / 'knowledge of the principles of sustainable development'
 - Vuorovaikutus-, viestintä- ja kommunikointitaidot / 'communication and interaction skills'
 - Ongelmanratkaisutaidot / 'problem solving skills'
 - Luovuus / 'creativity'
 - Oppimiskyky / 'learning skill'
 - Monikulttuurisuustaidot / 'multiculturalism skills'
 - Kokonaisuuksien hallinta / 'overall management'
 - Itseohjautuvuus / 'self-directedness'
 - Eettisyys / 'ethics'
 - Tiedon hallinta- ja analysointitaidot / 'management and analyzing skills of data'

(Source: Opetushallitus (2019): Osaaminen 2035. Raportit ja selvitykset 2019:3 (available in Finnish):

https://www.oph.fi/sites/default/files/documents/osaaminen_2035.pdf)

Future skills

- Tärkeimmät yleiset työelämäosaamiset vuonna 2035 / 'The most important **general working life capabilities** in 2035' – top 10 (Finnish National Agency for Education):
 - Asiakaslähtöinen palvelujen kehittämisaosaaminen / 'ability to develop customer-oriented services'
 - Digitaalisten ratkaisujen hyödyntämisaosaaminen / 'ability to make use of digital solutions'
 - Digitaalisten alustojen hyödyntämisaosaaminen / 'ability to make use of digital platforms'
 - Innovaatio-osaaminen / 'ability to innovate'
 - Henkilökohtaisen osaamisen kehittäminen ja johtaminen / 'development and leadership of personal competence'
 - Digitaalisten toimintojen hallinta- ja ohjaustaidot / 'management skills of digital functions'
 - Ihmisten ja osaamisen johtamis- ja valmentamistaidot / 'leadership and coaching skills of people and competence'
 - Asiakaspalvelutaidot / 'customer service skills'
 - Liiketoimintaosaaminen / 'business knowledge'
 - Etä- ja virtuaalipalveluiden hallinta / 'management of remote and virtual services'

(Source: Opetushallitus (2019): Osaaminen 2035. Raportit ja selvitykset 2019:3 (available in Finnish).)

Future skills

- The top 10 most in-demand skills for the next 10 years (Forbes)
 - Digital literacy (the skills to learn, work and navigate everyday life in the digital world)
 - Data literacy (the ability to access data, use it effectively and work with it confidently)
 - Critical thinking (analyzing issues and situations based on evidence)
 - Emotional intelligence (the ability to express and control emotions)
 - Creativity ("the act of turning imaginative ideas into reality")
 - Collaboration (the ability to effectively collaborate and communicate with others)
 - Flexibility (openness to change, mental resilience)
 - Leadership skills (bringing the best out of other people and making sure they can thrive)
 - Time management (the ability to manage time effectively)
 - Curiosity and continuous learning (adopting a mindset of continuous learning)

(Source: <https://www.forbes.com/sites/bernardmarr/2022/08/22/the-top-10-most-in-demand-skills-for-the-next-10-years/?sh=37c93a4417be>)

Future skills

- Tulevaisuuden työelämätaidot 2.0 / 'Future skills of work' (TAT – Economy and Youth)
 - Sisäinen kasvu / 'inner growth'
 - Itsetuntemus / 'self-knowledge'
 - Itsensä johtaminen / 'self-leadership/self-management'
 - Jatkuva oppiminen / 'continuous learning'
 - Toimintaympäristö haltuun / 'control of operational environment'
 - Aloitteellisuus / 'initiative'
 - Yhteistyö / 'collaboration'
 - Resilienssi / 'resilience'
 - Toiminnan käynnistäminen / 'starting activities'
 - Innovointi / 'innovation'
 - Vastuullisuus / 'accountability'
 - Ongelmanratkaisu / 'problem solving'

(Source: TAT – Talous ja nuoret, <https://nuortenny.fi/tulevaisuuden-tyoelamataidot-2-0/> (available in Finnish))

Meta-skills

- "Meta-skills are innate, timeless, higher-order skills that create adaptive learners and promote success in whatever context the future brings."
- Meta-skills Progression Framework

(Source:

<https://www.skillsdevelopmentscotland.co.uk/media/rbmj1kjm/meta-skills-progression-framework.pdf>)

Meta skills

noun

a higher-order skill that enables you to better learn other skills and improve your existing ones

<https://www.researchgate.net/>

(Source: <https://www.testgorilla.com/blog/meta-skills/>)

Different meta-skills

- Various listings and specifications available.
- 10 examples of metacognitive skills for career success:
 - Finding and maintaining purpose
 - "Connecting the dots"
 - Identifying pain points
 - Giving and receiving feedback
 - Continuously "interviewing" others
 - Effective storytelling
 - Authenticity
 - Taking different perspectives
 - Prioritizing effectively
 - Adaptability

(Source: <https://www.testgorilla.com/blog/meta-skills/>)

Communication skills and the working life

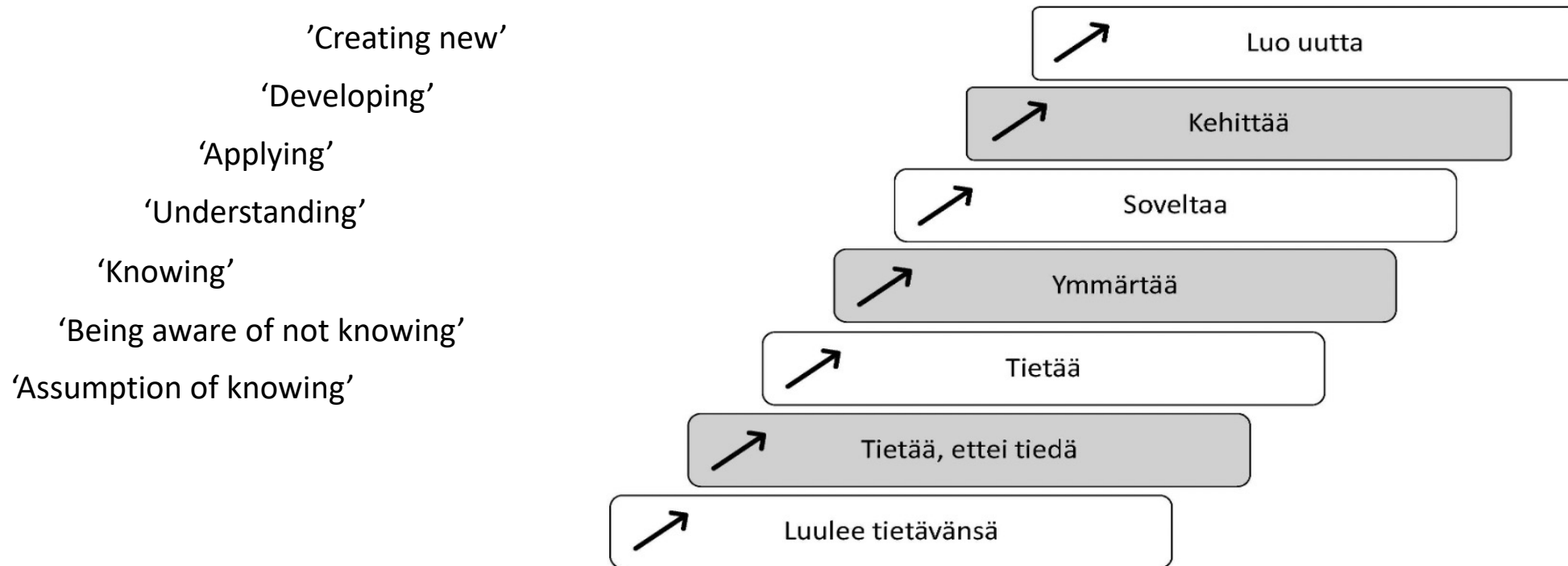
- Good communication is an essential tool in achieving productivity and maintaining strong working relationships in the workplace.
- Communication skills
 - Communication skills are abilities you use when giving and receiving different kinds of information.
 - Communication skills involve listening, speaking, observing and empathizing.
- Why is Workplace Communication Important? And How to Improve It:
<https://www.coursera.org/articles/workplace-communication>
- Top 10 Communication Skills for Career Success:
<https://www.indeed.com/career-advice/resumes-cover-letters/communication-skills>
- Reading:
Whitney, Diana & Trosten-Bloom, Amanda: The Power of Appreciative Inquiry. BK, 2010.

Communication skills – nonviolent communication

- Nonviolent Communication (NVC) (<https://www.nonviolentcommunication.com/>)
 - A unique and powerful process for inspiring compassionate connection and action.
 - NVC provides a framework and set of skills to address a wide range of concerns.
 - The purpose of NVC is to help all involved to sharpen their awareness of language so that they can express what really matters to them, and also hear what really matters to others. It involves empathic communication whereby we can attune ourselves to both our own and other people's real needs.
- Nonviolent communication and workplace
<https://www.nonviolentcommunication.com/learn-nonviolent-communication/nvc-workplace/>
- Nonviolent communication and self awareness / Maria Engels (Ted talk):
<https://www.youtube.com/watch?v=cZM6ZLWm2eA>
- Reading:
Rosenberg, Marshall B: Nonviolent Communication: A Language of Life. Puddle Dancer Press, 2015.

Steps/levels of learning ('Oppimisen portaat')

- Oppimisen portaat / 'Steps of learning' (Pentti Sydänmaanlakka):



Reading / work-related skills

- ILO: The importance of core working skills

http://www.ilo.org/wcmsp5/groups/public/---asia/---ro-bangkok/---ilo-jakarta/documents/presentation/wcms_346797.pdf

- Opetushallitus (2019): Osaaminen 2035. Raportit ja selvitykset 2019:3.

https://www.oph.fi/sites/default/files/documents/osaaminen_2035.pdf

(Available in Finnish)

- HY+: Tulevaisuuden työelämätaidot – Henkilöstön kehittämisen tueksi

<https://hyplus.helsinki.fi/mita-ovat-tulevaisuuden-tyoelamataidot-2020-luvulla/>

(Available in Finnish (article and guide))

- Creative Skills Europe (2016): Trends and skills in the European audiovisual and live performance sectors.

<https://www.creativeskillseurope.eu/>

https://www.creativeskillseurope.eu/wp-content/uploads/2016/05/CSE_final_report_.pdf

Reading / work-related skills

- What Is Self-Leadership? Models, Theory, and Examples
<https://positivepsychology.com/self-leadership/>
- Why self-management is key to success and how to improve yours
<https://www.betterup.com/blog/what-is-self-management-and-how-can-you-improve-it>
- The Meaning of Emotional Intelligence
<https://www.ihhp.com/meaning-of-emotional-intelligence/>
<https://hbr.org/2017/02/emotional-intelligence-has-12-elements-which-do-you-need-to-work-on>
- Resilience in the Workplace: How to Be Resilient at Work
<https://positivepsychology.com/resilience-in-the-workplace/>
- Team building – 8 Examples of Collaboration Skills
<https://teambuilding.com/blog/collaboration-skills>

Reading / entrepreneurship

- What is Entrepreneurship?

<https://online.stanford.edu/what-is-entrepreneurship>

- What is Entrepreneurship?

<https://entrepreneurhandbook.co.uk/entrepreneurship/>

- An Entrepreneur's Guide to Prioritizing Your Tasks

<https://www.business.com/articles/entrepreneur-prioritize-tasks/>

- The Roles and Responsibilities of an Entrepreneur

<https://venturz.co/academy/the-roles-and-responsibilities-of-an-entrepreneur>