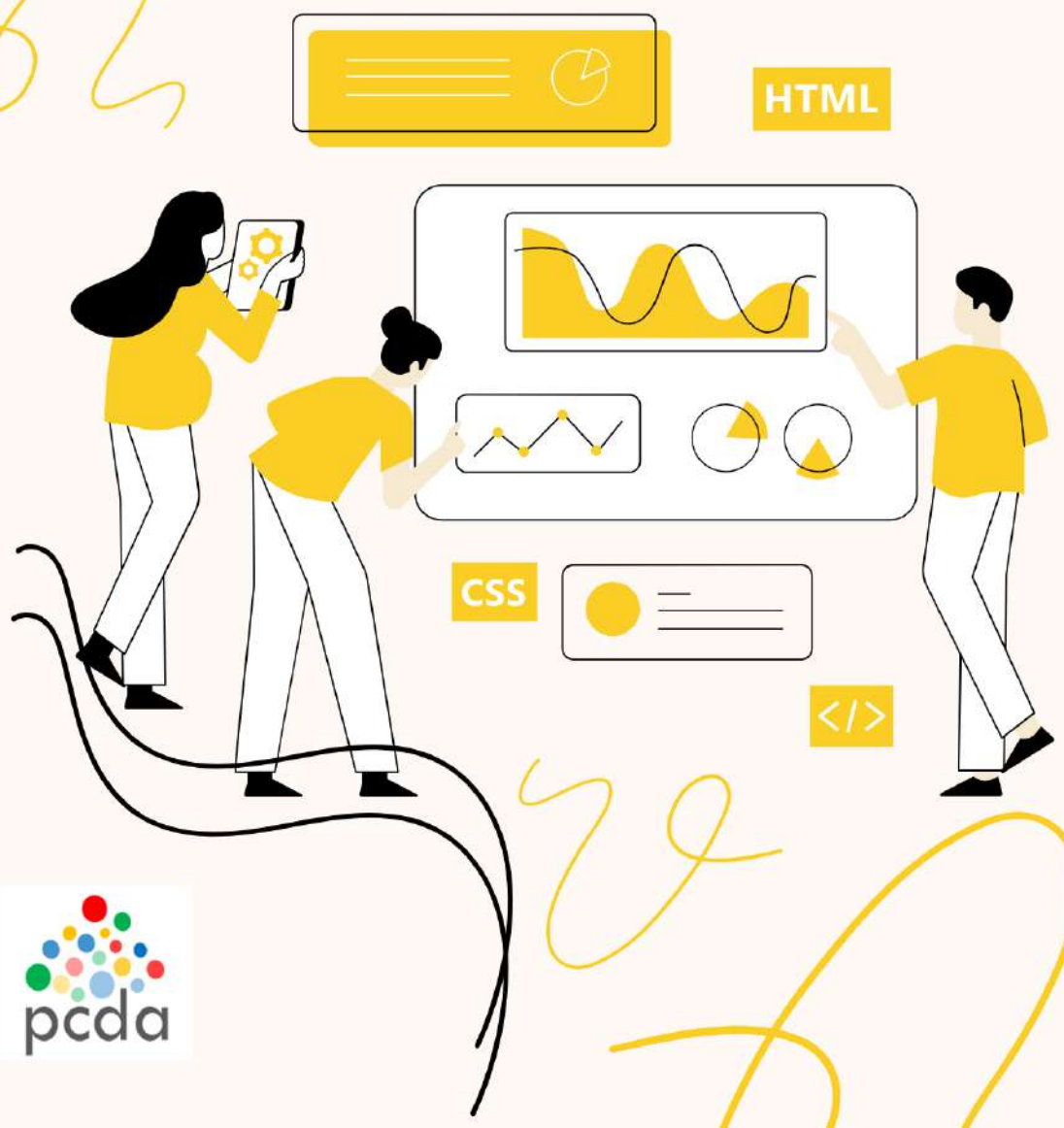
SKILLS FOR CAREER DEVELOPMENT

6 TRANSFORMATIONAL SKILLS FOR CD



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Level Up with the President!

Welcome to Level Up with PCDA
In this Career Edition, we hope it will be an ultimate destination for unlocking new heights in your professional journey! This page is meticulously crafted to serve as your go-to resource for elevating your career. The name "Level Up" signifies our commitment to helping you advance and excel, no matter where you are on your career path. It embodies the spirit of growth, ambition, and continuous improvement.

At Level Up: Career Edition, we are excited to introduce our Transformational Skills for Career Development Framework, featuring six essential skill sets designed to propel your career forward. These include Grow Through Learning, Adopt an Entrepreneurial Spirit, Manage Self and Others, Be A Game Changer, Leveraging on Technologies, and Connect the Dots.

Each skill set is tailored to equip you with the capabilities needed to excel in today's dynamic work environment to build Career Planning and Growth. Explore developing these skills and transforming your career trajectory. Get ready to Level Up with our expert guidance and invaluable tools for success!

PCDA* Transformational Skills for Career Development Framework
*People and Career Development Association
The framework cannot be duplicated or used without the explicit approval or consent of PCDA. You may contact them at PCDA.Admin@PCDA.org.sg.

Transformational Skills

PCDA, a Career Development Association in Singapore, has introduced a set of transformational skills designed to enhance individuals' employability in the workforce. growth as they apply these transformative skills in their daily work lives.

The identified six transformational skills are as follows:

1) Grow Through Learning - Adapting a lifelong learning mindset to grow to be an effective person.

2) Adopt An Entrepreneurial Spirit - respect the potential of yourself and others to explore the full range of possibilities.
They are open to trying out different roles, industries, and career paths before settling into a long-term career trajectory. This mindset is driven by a desire for personal growth, adaptability to changing market demands, and a rejection of traditional career norms.

3) Manage Self and Others - understand yourself and others to live life to the fullest by balancing life and work.
Work-Life Balance: Achieving a healthy work-life balance is important to many young adults, who prioritize personal well-being, leisure time, and relationships alongside their careers. They seek out employers and opportunities that offer flexibility, remote work options, and supportive company cultures that value work-life balance.

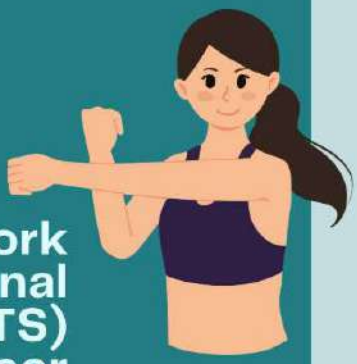
4) Be A Game Changer - appreciate change and leverage on opportunities to enable productivity and effectiveness.
Focus on Purpose and Impact: Millennials and Gen Z often prioritize finding meaning and purpose in their work. They are drawn to careers and organizations that align with their values and offer opportunities to make a positive impact on society and the environment. This emphasis on purpose-driven work reflects a desire for fulfillment and social responsibility.

5) Leveraging On Technologies - adopt enabling technologies with an open mind and to stay current and relevant.
Tech-Savvy and Digital Literacy: Growing up in the digital age, young adults are highly tech-savvy and proficient in using digital tools and platforms. They are comfortable with leveraging technology to enhance productivity, communication, and networking in their careers. This digital literacy is seen as essential for success in the modern workplace.

6) Connect The Dots - be cognizant with how the external environment and internal culture can impact your own life and career.

Connect the Dots is more than just awareness; it is an active engagement with multifaceted influences shaping one's life and career. By delving into labor market trends, embracing technological advancements, and understanding the intricate relationships between career choices, community and workplace dynamics, and the economy, individuals equipped with this skill become architects of their own success in the ever-changing landscape of the professional world.

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Framework Transformational Skills (TS) for Career Development (CD)

Join PCDA for a revealing journey to uncover your existing skills. Take control of your career growth. Stay tuned for our updates Framework: TS for CD, covering essential skills and tips for development.

6 SKILLS THAT'S ALL IT TAKES

Grow Through Learning

Adapting a lifelong learning mindset to grow to be an effective person.



Adopt An Entrepreneurial Spirit

Respect the potential of yourself and others to explore the full range of possibilities.





Be A Game Changer

Appreciate change and leverage on opportunities to enable productivity and effectiveness.

Leveraging On Technologies

Adopt enabling technologies with an open mind and to stay current and relevant.

Manage Self And Others

Understand yourself and others to live life to the fullest by balancing life and work.



Connect The Dots

Be cognizant with how the external environment and internal culture can impact your own life and career.



questions....

GROW THROUGH LEARNING



01. Post-workshop, how do you leverage learning effectively?

02. Make learning tailored to you – what specific actions do you take?

03. Do you seek help when:
a) grasping a new mobile app,
b) engaging with uninteresting content,
c) tackling a new task from your boss

04. Reflect on daily events for relaxation and introspection?

05. Navigate change and challenges: which comes more naturally to you?

06. How does a personal commitment to growth and continuous learning align with and contribute to your career goals?

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Adopt an ENTREPRENEURIAL SPIRIT.



Purposeful Pursuit:

Use your self-awareness as a compass to pursue careers that resonate with your unique aspirations.

how

- Clarify Career Aspirations.
- Align Choices with Values



Beyond Classrooms:

Understand that education extends beyond traditional classrooms, fostering an entrepreneurial spirit.

how

- Appreciate innovation.
- Adaptability, and a readiness to embrace risks.



Cultural of Sharing:

Cultivate a culture that encourages sharing insights and experiences with others for collective learning and mutual growth.

how

- Inquire about the company's approach to knowledge sharing.
- Keep an open mind for challenges and solutions.



BE A GAME CHANGER

ASK YOURSELF..

- [ ] Am I the architect of my own success?
- [ ] Is change a catalyst for innovation?
- [ ] Am I adaptable and forward-thinking?
- [ ] Do I capitalize on moments?
- [ ] Am I maximizing my potential for success?
- [ ] Do I joyfully guide others?
- [ ] How do others perceive me as a leader?
- [ ] To what extent am I authentic in my discussions?



At its essence, this skill requires a deep self and interpersonal understanding



Seamlessly integrate work and life



Objectively assess challenges, and persevere with a positive attitude.



Create an environment for collaborative effort.



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Managing Self and Others

ways to do it well

Efficient planning, and resilience in overcoming challenges.



Stand up for something



Establish boundaries & prioritize



Work with different people



LEVERAGING ON TECHNOLOGIES



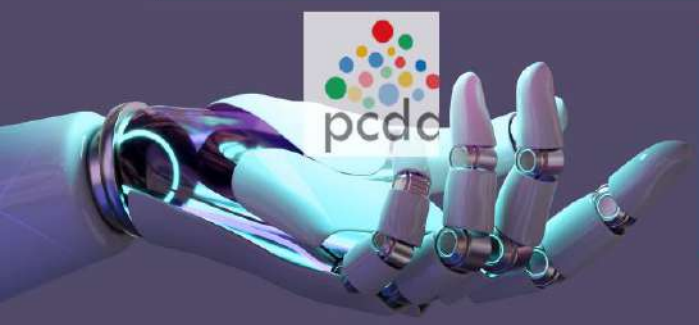
1. Understand the impact of emerging technologies on career demands.

2. Collaborate seamlessly with tech-savvy colleagues.

3. Approach technology with an open and receptive mindset to boost productivity.

4. Stay aligned with the dynamic requirements of the contemporary workforce.

5. Implement tech-driven solutions to streamline processes, enhance efficiency, and foster innovation within the workplace.



6. Using AI responsibly and ethically is crucial, and it's essential to carefully consider the potential consequences of its use.

Connect The Dots

Connect the Dots by understanding how external factors, internal culture, and career choices intersect, including awareness of labor market trends, the influence of technology and science, and the relationship between career and the economy.



Nagivate
adeptly through proactive exploration.

Explore
tech and science trends and their impact on career paths.

Grasp
local and national labor market trends, community dynamics, and employment demands.



Recognize
the link between personal career choices and the broader economy.

Engage
the multifaced of external & internal elements

Discern
the significance of external factors alongside internal dynamics



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Stay Tuned: More to Come in July!

As we conclude this edition of Level Up: Career Edition, I want to extend my heartfelt thanks for joining us on this journey of professional growth and transformation. Your commitment to enhancing your career is truly inspiring, and we are here to support you every step of the way.

We have an exciting lineup of new articles and resources coming your way in July. These will probe deeper into working with others and navigate the ever-evolving workplace. I hope it will provide fresh insights to help you manage your career. Stay tuned, stay motivated, and get ready to level up even further.

Thank you for being part of our community. Together, let's continue to strive for excellence and achieve our career goals. See you in July!

Please drop us a line with your feedback on this or if you have any ideas to improve our efforts. Email us at PCDA.Admin@PCDA.org.sg

Paper for APCDA 2024 Conference (extract)

Title: Navigating the Evolving Workplace: Bridging Generational Gaps through PCDA's Transformational Skills for Career Development

As a dedicated Career Practitioner and coach, the question I frequently encounter is the evolving role of experience in the workforce as we age. Despite possessing knowledge and experience, the necessity to continually enhance our skills and adapt to emerging trends is undeniable.

I firmly believe that work should be more than a mere task; it should be an engaging experience that brings both joy and financial reward. However, the complexity of life should not translate into workplace anxiety, especially with the advent of Generative AI and IA-driven tech.

While the younger workforce may seem more adept at handling IT-related tasks, I propose a collaborative approach — leveraging their speed with our insight to form a formidable force. In navigating the IT landscape, I actively embrace continuous learning, turning moments of unfamiliarity into valuable teaching opportunities, I call these teachable moments!

Fostering a two-way mentorship dynamic is crucial, wherein I share my experience while embracing fresh perspectives from the younger generation. Admitting my lack of knowledge and seeking to learn, not to delegate tasks but to enhance my skills, is a key principle.

One of my personal challenges is letting go of leadership responsibilities, a crucial attitude that leaders must adopt. Trust and collaboration flourish when we assign roles and responsibilities, providing guidance without hovering around. It is an attitude and habit that we leaders must adopt. Letting go means you trust and foster collaboration.

To effectively bridge the generation gap, I place a strong emphasis on nurturing open communication and collaboration within the team. One key strategy involves organizing knowledge exchange sessions, creating a platform where both experienced individuals and

younger team members can actively contribute their insights. This exchange of knowledge contributes to a more dynamic and inclusive work environment. Give credit to the idea generator, give them the opportunity to be proud of how their ideas have actually taken shape.

I also recognize the significance of being prepared to facilitate informal interactions. I recommend keeping some extra funds on hand, or using digital wallets, to cover impromptu meals or snacks. Taking the younger members of the team out for a meal or providing food on the go creates opportunities for casual conversations, relationship-building, and a more relaxed exchange of ideas.

In problem-solving, I advocate for embracing diverse approaches. This involves combining the wisdom gained from experience with the agility of innovative thinking. By valuing both perspectives, we can arrive at solutions that are not only informed by past successes but also adaptable to the ever-evolving challenges of the present.

Reflecting on my communication style, I am aware of the importance of fostering a positive and supportive atmosphere. It is crucial not to look down on others' ideas but rather encourage and appreciate diverse viewpoints. I recognize that my tendency to forget to affirm or sometimes over-affirm can impact team dynamics. Therefore, I continually remind myself to strike the right balance — providing affirmation and encouragement when needed while actively listening to others. This commitment to attentive listening ensures that all team members feel valued and heard, creating a more inclusive and collaborative work environment.

Creating a collaborative and productive work environment involves acknowledging the strengths of each team member. As a career coach, you likely employ profiling tools; consider extending their use to your teammates. Delve into understanding their passions, strengths, and what motivates them. Maintain an open mindset and be courageous enough to share your own profiling, bearing in mind that sharing is a demonstration of strength, not weakness.

I promote a culture that values both experience and innovation, raising mutual respect. Additionally, I actively participate in cross-functional projects to facilitate teamwork and shared goals, thereby ensuring that our collective expertise contributes to the success of our projects

and the overall organization. Take time to explain and rationalise points to have your project objectives understood better.

Let's take a deeper look at the Singapore employed age group.

Context of the Employed Age Group in Singapore:

- In Singapore, the most prevalent age group within the workforce is between 35 and 44 years old.
- This demographic is characterized not only by their professional commitments but also by their roles as parents of young children and caregivers to aging parents.
- Their needs extend beyond the workplace, encompassing family dynamics, childcare, and eldercare obligations, paying loans, maintaining their houses, children's school etc.

Understanding the Unique Challenges:

- As older leaders, it is crucial for us to empathize and comprehend the multifaceted challenges faced by individuals in this age group.
- We recognize that they navigate the delicate balance between advancing their careers and addressing the evolving needs of their families.
- This understanding stems from our own experiences, having traversed similar life stages.
- Leadership strategies should recognize the importance of work-life balance and provide support systems that acknowledge the unique challenges faced by this age group.
- This includes creating an environment that values family-centric priorities and provides flexibility when needed.
- It also helps when we stay attuned to societal changes, technological advancements, and shifts in family dynamics that influence the professional landscape.

Now, let me provide some tips or insights on engaging our workers and team members to gain a better understanding of our roles. This entails establishing meaningful connections and nurturing open communication.

Create a Mentoring Program:

Establish a mentoring program where experienced individuals can mentor younger team members. This creates a platform for knowledge transfer and allows younger employees to gain insights from the experience of their mentors. You must take time to share how each group would benefit, expressing how their collaborative efforts enhance their performance and then in terms the organisation. These group always would like to know what it is in for them – rationalise our efforts.

Encourage Open Dialogue:

Foster an environment where open communication is valued. Encourage younger employees to share their perspectives, ideas, and concerns without fear of judgment. Actively listen to their feedback and be open to incorporating new approaches. As leaders, do not be afraid to bring your workers for meetings – profile them to the bigger bosses, the one thing I always say, “a good leader is one who grooms staff to replace him/her”. Their victory is yours!

Promote Cross-Generational Collaboration:

Facilitate opportunities for collaboration between different age groups within the organization. Assign cross-functional projects or teams that include members from various generations. This promotes the exchange of ideas and experiences. To make things exciting, incentive their efforts – small gestures time-off, getting in to work late, dropping them off after work. Show we care. There have been days when the team works late and I am physically not able to stretch my body after certain numbers of hours, so I leave the team with meals or get them to reimburse their taxi fares, If you are a leader who is in the position to design policies, have one that supports the extra time the staff puts in.

Flexible Work Arrangements:

Contemplate introducing flexible work arrangements tailored to the preferences and requirements of younger employees. In the initial stages of adopting this concept, concerns, such as whether employees would diligently work or take advantage, were common among employers, including myself. Establishing trust and fostering respect is crucial in this context. It's important to recognize that younger employees often complete their tasks by the specified deadline—avoid expecting earlier submissions. Conversely, more experienced workers may efficiently complete tasks promptly. Both groups contribute to the same project, delivering

quality work within the designated timeframe. It's essential to acknowledge and appreciate this diversity in working styles. Additionally, it's worth noting that such remote work arrangements contribute to fostering a healthier work-life balance.

Professional Development Opportunities:

Offer chances for ongoing learning and skill enhancement. Younger team members often highly appreciate organizations that actively invest in developing their professional development. This may encompass organizing workshops, facilitating training programs, or providing access to online learning platforms. I advocate for us to take the lead in this initiative. Let's not just talk about it; let's lead by example, rejuvenate ourselves through continuous learning, immerse in knowledge, and, of course, enjoy the added benefit of refreshments during workshops. These sessions also serve as networking opportunities, creating an environment for the exchange of innovative ideas. As an example, a workshop could focus on leveraging ChatGPT or other generative AI to enhance productivity while considering ethical implications. The key with ChatGPT is mastering the art of posing the right questions.

Acknowledge Diverse Perspectives:

Recognize and celebrate the diversity of thought that different generations bring to the workplace. Acknowledge that each generation has unique strengths and perspectives that contribute to the overall success of the team and organization. It took me awhile to appreciate someone’s view or for that matter asking for help.

Vulnerability is strength:

Recognizing and embracing vulnerability is key to task completion; seeking help or admitting unfamiliarity with a task is not a source of shame. Encouraging this mindset is essential for effective teamwork. Younger workers should exhibit patience in teaching and providing guidance, avoiding premature conclusions that older workers are unhelpful. This collaborative approach enhances knowledge transfer and promotes a positive, supportive work environment.

Utilise Technology for Collaboration:

Utilize technology tools and platforms to streamline collaboration. Given that younger generations excel in digital environments, integrating tools for virtual collaboration and

communication can significantly boost engagement. When addressing tech-related topics, I strongly recommend taking the initiative to gain a foundational understanding. Invest some time in desktop research or use your mobile device to acquire a preliminary grasp of the subject before engaging in discussions. Being a confident leader involves possessing enough knowledge to provide guidance and facilitate effective collaboration.

Additionally, it is imperative for team members to be well-versed in social media platforms as part of their proficiency in utilizing technology tools. Social media plays a pivotal role in contemporary communication and marketing strategies, making it essential for our team to comprehend its functionalities for comprehensive technological proficiency.

Giving precise instructions

Providing precise instructions is essential when dealing with young individuals who often navigate their own mental landscapes. While they may appear absorbed in their own thoughts, their attentiveness is contingent on their interests. Selective hearing tendencies, it seems, are not uncommon among them. Through my experiences, I've discovered the importance of delivering instructions with meticulous clarity, emphasizing specific details, articulating desired outcomes, defining objects explicitly, and establishing a reasonable timeline.

Interestingly, little clarification is sought once the aforementioned elements have been communicated. Any queries or uncertainties typically arise during the actual execution of the task. Notably, these individuals often resist requests to summarize or paraphrase the given instructions.

An illustrative anecdote involves instructing my daughter to do the laundry. Upon returning from work, I discovered the clothes had been washed but were left in the washing machine. When I inquired why they hadn't been dried, her response was, "You instructed me to wash the clothes, not to dry them." This incident highlights the importance of explicit and comprehensive instruction to avoid misinterpretations and ensure desired outcomes.

Feedback Mechanisms:

Implement feedback systems that facilitate routine check-ins and performance assessments. This aids in comprehending individual objectives, resolving concerns, and aligning personal

ambitions with organizational goals. It's crucial to avoid micromanaging; allow individuals the space to operate independently. I embrace failures with the same enthusiasm as I celebrate successes. Understanding how to interpret feedback is essential—rather than focusing solely on the negative aspects, guide others to recognize the potential for improvement and instill a sense of hope. If you possess the authority to enact change, leverage this feedback comprehensively, not merely as a collection of insights.

Social Events and Team-building Activities:

Organise social events and team-building activities that encourage team bonding. This could include casual get-togethers, team lunches, or collaborative projects outside of regular work tasks. Occasionally, consider investing a little extra from your own resources to ensure a content and united team.

Promote a Positive Work Culture:

Cultivate a work environment that is both positive and inclusive, esteeming contributions from individuals across all age groups. A positive ambiance fosters a sense of value and engagement for everyone in their respective roles. When crafting department Key Performance Indicators, consider incorporating the team's input. Encourage them to establish their targets; ownership of these goals enhances motivation and drives improved performance.

By implementing these tips, I believe organizations can create a more inclusive and collaborative environment that helps bridge the generation gap and allows for a better understanding of the roles and perspectives of both experienced, mature and younger team members.

All the Best!

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