



# Skills Translation & Action Planning Worksheet

### Step 1: Pick two competencies on the 2nd page you have started to develop.

List them in the table below with a story of where/what/how you developed this.

**Bonus:** [use sample resumes](#) for inspiration!

Circled Competency	Story of how you developed this (Who, What, Where, When, How)

### Step 2: Pick two competencies on the 2<sup>nd</sup> page you would be excited to develop.

List them in the table below with ideas for where/how you could develop them outside of class.

[See this website](#) for more ideas and resources to get experience.

Competency	Ideas for organizations, experiences, or anything <u>outside of classes</u> where you could develop this while at CSU or after graduation

### What is one action step you'll take this semester to articulate your competencies?

By \_\_\_\_\_, I will practice articulating my skills by \_\_\_\_\_

**Example:** *By spring break, I will reflect on my strengths by talking with my roommate.*

### What are 3 action steps you'll take this semester to develop your competencies?

**IN CLASS IDEA:** I will develop \_\_\_\_\_ by \_\_\_\_\_

**2 OUT OF CLASS IDEAS:**

1. By \_\_\_\_\_, I will develop \_\_\_\_\_ by \_\_\_\_\_
2. By \_\_\_\_\_, I will develop \_\_\_\_\_ by \_\_\_\_\_

**Example:** *By April, I will find student orgs by meeting with a [Student Involvement Advisor in SLICE](#).*

### RESOURCES



What Can I Do With This Major?



Resume Samples



Interview Prep

# CSU Career Competencies

The National Association of Colleges and Employers (NACE) conducts annual surveys with employers about the top 10 skills they look for in graduating college students. **Through classroom and outside-of-class experiences, you can develop these 10 competencies at CSU before graduation.**

- **Digital Proficiency:** Use technology to communicate, problem-solve, and complete tasks in a responsible manner.
- **Verbal & Written Communication:** Respond to needs of diverse audiences through flexible writing and speaking methods. Develop ideas through written and oral forms of expression.
- **Personal Accountability:** Demonstrate integrity, honesty, dependability, responsibility; accepts guidance and develops effective work habits.
- **Inclusive Teamwork:** Join together with individuals and teams from diverse backgrounds to pursue a common goal. Often requires negotiating and managing conflict.
- **Leadership:** Definitions will vary based on context. Can include situational judgment, informed risk taking, resiliency to challenges, motivate and encourage participation to work towards a shared purpose & vision.
- **Creativity:** Challenge existing ideas in creative ways to develop new possibilities, often with informed risk taking.
- **Career Development:** Access information and opportunities for career exploration; understand and articulate the importance of transferable skills in the job search process.
- **Critical Thinking /Problem Solving:** Identify important problems and questions, then gather, analyze, & evaluate information from diverse sources before forming a strategy, decision, or opinion.
- **Self-Reflection:** Evaluate, understand, and communicate personal skills and abilities; learn from past mistakes through feedback to become more flexible and gain new insights/understandings.
- **Global Context:** Demonstrate an understanding of diverse people, cultures, and systems; understand actions have local and global implications for the future.

## Yosso's Community Cultural Wealth Model

Grounded in Critical Race theory, [Yosso's \(2005\) Community Cultural Wealth Model](#) challenges society to acknowledge culturally related attributes students of color and first-generation students bring to higher education. **The six forms of capital (aka gifts or strengths) are listed below for the Skills Translation Activity – use the Community Cultural Wealth Model, CSU Career Competencies, or a blend.**

<p style="text-align: center;"><b>Aspirational Capital</b></p> <p>The ability to maintain hopes and dreams for the future, even in the face of real and perceived barriers.</p>	<p style="text-align: center;"><b>Linguistic Capital</b></p> <p>Intellectual and social skills attained through communication experience in more than one language and/or style.</p>	<p style="text-align: center;"><b>Navigational Capital</b></p> <p>Skills of maneuvering through social institutions, especially those not made for marginalized groups.</p>
<p style="text-align: center;"><b>Social Capital</b></p> <p>Networks of people and community resources. Peers and other social contacts can provide both instrumental and emotional support to navigate through society's institutions.</p>	<p style="text-align: center;"><b>Familial Capital</b></p> <p>Cultural knowledge nurtured among familia (kin) that carry a sense of community history, memory, and cultural intuition.</p>	<p style="text-align: center;"><b>Resistant Capital</b></p> <p>Knowledge and skills fostered through oppositional behaviors that challenge inequity.</p>