# Discussion Topics

# Chapter 7: Knowing Yourself

The following Discussion Topics correlate with *Job Savvy*, sixth edition. Discussion Topics provide directions to help you in instructing your students during class time.

Activities Supplements are provided in the ebook to offer students guidance to complete activities found in the margins of their workbook. You may want to present these as in-class activities or as homework assignments. Review Activities are provided in separate handouts to instructors only. The questions found therein may be used in the classroom or as review activities (graded or not).

# Discussion Topics

## Work Should be Meaningful (page 100)

Introduce this chapter by asking students to define *self-esteem*. How does positive self-esteem influence employers? Discuss the meaning of *positive psychology*. What is meant by the phrase “finding meaning in your work?” How does finding meaning in work affect individuals?

Review the questions that reveal individual lifestyles. Discuss how one might move toward finding meaning in an occupation. How can a job be used to fulfill one’s life purpose?

Having positive self-esteem doesn’t mean you won’t ever question yourself. Name some situations which might cause an individual to experience low self-esteem. Discuss the concept of locus of control. How does this concept influence one’s view of life?

Note: Explain to your students that the self-assessment “Your Approach to Life” is private. It is intended for the student’s use only. Scores will *not* be revealed in class. During class time each student should complete the self-assessment on pages 102–103. Explain the scoring method. Remember to allow time for scoring. Go through the scoring interpretation. Allow each person to interpret their score.

Discuss how a positive or negative viewpoint can influence our view of success and failure in life. You can teach yourself to view life more positively and to gain more control over your own life. How do we celebrate success? How do we learn from failures?

Consider reviewing “Selling Yourself on You” (page 104) from the book *Would You Buy from You?* Positive psychology encourages supervisors to help workers identify and build on their character strengths. Character strengths are individual traits that have a moral or ethical factor. List some character strengths.

Note:This exercise might be difficult for some people to complete, especially those lacking self-confidence. Encourage everyone in your group to complete the exercise. Point out the need to look for everyday successes—not just monumental ones.

Allow enough time for each individual to complete the “Character Strengths Assessment” on page 105. Divide the group into pairs and let the partners share each other’s responses. (You might want to let individuals choose their own partners because some items are personal in nature.)

## Self-Concept in the Workplace (page 106)

Use the following statements and questions to spark discussion:

1. You will make mistakes.

* What is a positive way to react when you make a mistake?
* What is a positive way to react to criticism from your supervisor?

1. Your employer wants you to succeed.

* Why did your employer hire you?
* How should you react to compliments from your supervisor?

## Identify Your Skills (page 106)

Use the “Identify Your Skills” section to emphasize your students’ individual skills. Knowing their skills will add to their self-awareness. Point out that skills are divided into the three areas listed on page 106 in the workbook.

### Self-Management Skills

What are self-management skills? These are the skills that are basic to keeping a job. Many of these skills are reflected in the way a person approaches their personal life. Some of these skills are personality traits. Others have to do with getting along with other people and adapting to various job situations. Students should read through the list of skills in the checklist on pages 107–108. The skill is checked based on use frequency: usually, sometimes, or never. Explain how to score the checklist. Give the group time to check and score the checklist.

### Transferable Skills

What are transferable skills? These skills can be used in more than one job. They are important for getting promotions and raises. Students should read through the checklist on pages 109–113. Emphasize that the skills are listed under various headings describing their usefulness in the workplace. The skill is checked if used usually, sometimes, or never. Explain how to score the checklist. Give the group time to complete and score the checklist.

### Job-Related Skills

What are job-related skills? These skills have been developed through life experiences or training. These are the skills used in particular jobs. Explain that students should complete the exercise to see what skills they have that could be used in a current job or a job they want. Explain how to score this checklist. Allow time for each student to fill in the job-related skills checklist on page 114.

Guide students through the scoring process A Review of Your Skills page 114. Allow time to complete Skills Reflection or Skills Journal page 115. Use the following questions to review their findings:

* Is there a skill you aren’t using?
* Should you start practicing a new skill?
* Do you have a skill that is weak? How could you improve this skill?

### A Useful Skill: Monitoring (page 106)

Help trainees understand that everyone has both strengths and weaknesses. Discuss ways to monitor job performance to improve.

## How Job Savvy Are You? (page 115)

Divide the class into small groups. Have the members discuss the case studies and answer the questions on pages 115–116.

## Learning from Others (page 115)

Discuss the value of learning from others about strengths and weakness. Point out the usefulness of the performance reviews from your supervisor at work. Developing skills based on feedback from your supervisor is a way to improve. A good way to learn about yourself is to ask others, Review the email method suggested on page 115 in Job Savvy. It has proven a successful tool for thousands.

## Summary Discussion Topic

Discuss this question with the class. What is one success you have had during this Job Savvy experience? How will you reward yourself for your success?

# Additional Resources

### Videos

Use the provided Video presentations to share helpful, chapter-specific visuals and information with your students.

### Additional Resource

In the Additional Resources document you will find links to important sources of information related to each chapter of *Job Savvy*. You can find more information about job search and success at <https://JIST.com>.