# Job Savvy, 6e

# Topical Videos

## Video 1:

Your Employment Relationship (Chapter 1) and Knowing Yourself (Chapter 7) video **Life Skills for Success: Career Management Skills—Achieving “Success at Work Every Day,” Introducing Technical and Soft Skills, and Taking Initiative** (approximately 5 minutes)

The Job Savvy topical videos for the sixth edition are brought to you by JIST Career Solutions, a leading provider of materials and technology that help build essential skills for career, academic, and life success.

This video will review how to achieve success at work every day, introduce technical and soft skills, and explain how to take initiative in your career. The content in this video is from the Life Skills for Success: Career Management Skills video series by JIST.

AUDIO

*Background music*

NARRATOR (VO): When you were young, someone probably asked you what you wanted to be when you got older. Maybe you had dreams of being a doctor…or an astronaut…or a movie star. Perhaps you took steps to make those dreams come true. More likely, however, those dreams changed over time, and your career path changed with it.

The average American changes jobs twelve times over the course of their working life, and among those many changes is bound to be at least one total career shift. But while your job titles and career interests may change, one goal should remain constant: your desire to be successful at whatever you choose to do. And the recipe for a successful career is much the same no matter what job title you hold.

NARRATOR: This video addresses the most important strategies you can use to manage and build a

rewarding career by planning for the future and excelling on-the-job, regardless of your profession. It presents the skills that employers value most and suggests ways you can leverage those skills to get ahead in the job market and achieve long-term success.

*Title Music*

**Achieving Success at Work Every Day**

NARRATOR (VO): Every long and rewarding career started with one job. Even Steve Jobs started with a job. Your work performance is the foundation for your continuing career success. The skills, knowledge, and personal traits you develop at work help you do more than just earn your paycheck. They can help you meet your goals—personal and professional—and get ahead in today’s ever-changing workforce.

NARRATOR: Have you ever heard the old saying “You can’t find good help these days?” It’s the call of employers who are always on the lookout for good workers—people that can be counted on to not only get the job done, but to do it more effectively and efficiently than the next guy. Successful career management starts with becoming the kind of person that employers are eager to hire. It starts with developing the skills and the attitudes that employers want most.

NARRATOR (VO): Managing your career really starts with assessing and improving your skillset. You can think of skills as falling into two general categories. First you have technical skills, the skills you need to do a specific job—like repairing a car engine or putting up drywall or reading an X-ray. These skills are usually taught in school or as part of on-the-job training. They are essential, but they also are industry specific.

The second kind of skills are called soft skills or transferable skills. These are the kinds of skills that come in handy no matter what industry you work in. Things like being reliable or staying organized or managing others.

Both sets of skills are necessary, of course, but it’s usually the people with strong transferable skills who have the most career success, because they are better able to adapt to change and can make the most of their strengths in a variety of roles.

NARRATOR (VO): Follow directions and adhere to company policies. If you don’t understand how to do something, it’s better to ask for clarification and get it right the first time. Try to handle your personal business outside of work or during breaks. Time spent on personal matters

affects your productivity and the company’s bottom line.

And it should go without saying, but be honest. Lying or stealing from an employer are grounds for

firing, whether it’s lying on your resume or taking office supplies home or skimming money off the cash drawer. Being responsible means acting with integrity and doing what’s right.

NARRATOR: Getting ahead at your job and in your career often involves taking on more responsibility. If an employer can’t count on you to do the work you’re given, there’s little chance of you being granted an opportunity to prove you can handle more. Sometimes you have to make those opportunities yourself, which leads to another highly valued skill: taking initiative.

NARRATOR (VO): Taking initiative can be as simple as, coming in early or staying late to finish your work or taking some work home with you. It can also mean taking time away from your own work to help a coworker on a more important task. Anything that involves you going above and beyond your job description is bound to get noticed.

NARRATOR: Taking initiative means looking for new opportunities. Keep your eyes and ears open for new products or services within your company. Volunteer for projects that you believe your skills are suited for, or even projects that will force you to develop new ones. This will help you to grow as a worker.

*Title music.*

NARRATOR (VO): Our careers represent the culmination of our work experience, from the moment we clock in to our first job to the day we retire and even beyond. To make the most of all of those

experiences, you need to manage your reputation as a worker, proving that you have the skills, abilities, attitude, and drive to be successful. Then you need to leverage that value to take full advantage of the opportunities that will surely come your way.

NARRATOR: And on the off chance those opportunities don’t come your way, you’ll just have to take the initiative and make your own. After all, you are the only one responsible for managing your own success. Good luck.