



# Ability Training Worksheet

This process summarizes for easy reference the work you did in Act II on identifying skills and specialized knowledge.

**Doing-the-Work Skills:** What skills do you most need to acquire to do this work effectively? Refer to “My Skills Map” on page 311.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

**Playing-the-Game Skills:** These are the auxiliary skills necessary to maintain and enhance your acceptance in this profession. Refer to “Playing-the-Game Skills: Some Examples” on pages 299–300.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

# Credibility Training: Requisite Credentials

Check with the proper agencies in your state, and determine which of the following (if any) you will need to operate legally in your state. Next, indicate what you need to do to acquire the credentials in question.

<b>Entrance Requirements</b>	<b>✓</b>	<b>What Do I Need to Do?</b>
Boards (State)		
Degrees		
Certification (State)		
Licenses (Federal and State)		
Bonding and Insurance		
Fees		
<b>Mandatory Monitoring</b>	<b>✓</b>	<b>What Do I Need to Do?</b>
Inspection		
Continuing Education		
Standards		
Ongoing Review		
Renewals		
Others		

Issuing and Oversight Agencies: List the relevant agencies you will be dealing with:

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# Additional Ways to Enhance Your Credibility

Ways to Enhance Credibility	✓	What?	Where?	How?
Degrees				
Titles				
Certifications				
Endorsements				
Registers				
Testimonials				
Letters of Recommendation				
Join Associations				
Participate in Affiliations				
Join Service and Social Clubs				
Get Media Attention (Articles, Interviews, etc.)				
Write Books				
Produce Audio and Video Recordings				
Conduct Seminars				
Write Articles				
Do Public Speaking				
Other: _____				

# Marketability Training

Whether you're thinking of creating your own organization or working for an existing one, the way you present yourself can spell the difference between success and failure, recognition and anonymity. Employers report that the single most important factor to the success of an employment interview is the first impression the interviewee makes. Making the right impression can be even more important for people who own their own business. We have included an image and projection section under "Marketability" because these factors apply to both the job seeker and the entrepreneur. For more specific information on the mechanics of marketing yourself, refer to "Act III: The Battle for Life's Work."

## Image

The following are examples of certain qualities that make up the images of various companies and individuals.

<b>Apple:</b>	Innovative, smart, unconventional
<b>Nike:</b>	Hip, energetic, showy
<b>BMW:</b>	Performance, engineering, quality
<b>Oprah Winfrey:</b>	Integrity, spirituality, compassion
<b>David Letterman:</b>	Cynical, witty, middle-of-the-road

Now write no more than five key qualities that you want to project as part of your image.

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_

If you are planning to create your own organization, write the key points of the image you want it to project:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_

# Projecting Your Image

Now that you have determined the image you want to project, consider how you can systematically and consistently build and project this image. Some vehicles for accomplishing this are dress, language, voice, posture, body language, stories of past experience, resumes, brochures, business cards, stationery, etc. Indicate below how you will project each of the main points of your image.

Quality #1: \_\_\_\_\_

How you will project it: \_\_\_\_\_

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Quality #2: \_\_\_\_\_

How you will project it: \_\_\_\_\_

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Quality #3: \_\_\_\_\_

How you will project it: \_\_\_\_\_

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Quality #4: \_\_\_\_\_

How you will project it: \_\_\_\_\_

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Quality #5: \_\_\_\_\_

How you will project it: \_\_\_\_\_

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## Step Three: Conduct Research and Identify Specific Learning Options

The next step is to conduct research and specify exactly where and from whom you will acquire the knowledge and training you need for your new career. Some of the places where you might do research include the Internet, career centers, libraries, adult education centers, community colleges, university extension offices, and bookstores.

**Develop a List of Potential Learning Options:** Make a list of potential learning options based on your goals. For example, let's say your long-term goal is to launch your own nonprofit organization and you've determined that you need to acquire a good deal of knowledge and specialized training to achieve it. You may determine that your learning options are a matter of choosing between taking a master's degree program in nonprofit administration from University X, Y, or Z. Alternatively, you may determine that the best approach for you is a self-directed course of study including academic coursework in nonprofit management, human resources, and strategic planning; seminar training in grant writing, fundraising, and nonprofit marketing; as well as an internship at a local nonprofit. In this case, you will want to determine where you will acquire each of the various elements of your training. Indicate where you will learn what you need below, and/or on a separate sheet of paper.

Specific places where I could acquire the knowledge and training I need:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## Step Four: Research Cost and Availability of Financial Aid

For each of your potential learning options, determine the financial cost and the availability of financial aid. At this writing, over \$55 billion in financial aid is available annually in the United States.<sup>2</sup> If you're female, have a low income, are a member of a racial or ethnic minority, are handicapped or disabled, are a veteran, or if you have a parent belonging to any of the above groups, you may qualify for special financial assistance programs. Organizations centered around specific vocations (e.g., health care, agriculture, or teaching) often provide financial assistance to students pursuing careers in these fields. The best way to find out is to visit a financial aid counselor, either at the school you plan to attend or at your local community college or career center. Religious or community service organizations are also potential sources of financial aid. Additionally, many employers offer financial assistance to employees who wish to attend college. Research all of the above in your search for funding. You may also wish to explore the sources listed on [empoweryou.com](http://empoweryou.com).

*Thousands of people  
have talent. I might  
as well congratulate  
you for having eyes  
in your head. The  
one and only thing  
that counts is: Do you  
have staying power?*

*Noël Coward*



## Step Five: Analyze Learning Options

Now that you have clearly identified the skills necessary to your success, and have researched how you might go about acquiring these, it's time to assess the relative merits of the various kinds of training. Evaluate each of the training options you are considering according to the criteria below. Remember, employers and clients are concerned with what you can do and what you know. How you came to the ability is of less importance than the fact that you possess it.

Skill or Specialized Knowledge #1	Quality of Instruction	Cost	Time Required
Learning Option #1_____			
Learning Option #2_____			
Learning Option #3_____			
Learning Option #4_____			
Skill or Specialized Knowledge #2	Quality of Instruction	Cost	Time Required
Learning Option #1_____			
Learning Option #2_____			
Learning Option #3_____			
Learning Option #4_____			
Skill or Specialized Knowledge #3	Quality of Instruction	Cost	Time Required
Learning Option #1_____			
Learning Option #2_____			
Learning Option #3_____			
Learning Option #4_____			







# Training Summary

Review your answers on the three previous pages and indicate your training strategy below.

<b>One Year</b> Over the next year, my training objectives in priority order are:	<b>Three Years</b> Over the next three years, my training objectives in priority order are:	<b>Five Years</b> Over the next five years, my training objectives in priority order are:
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.
6.	6.	6.
7.	7.	7.
8.	8.	8.
9.	9.	9.
10 .	10 .	10 .