


EPISODE 20 WORKSHEET

Key Things to Remember

Three main things to focus on in a job interview are your strengths, weaknesses and potential.

Focus on your strengths and manage your weaknesses.

Sign up for the mailing list to ensure you get information to attend the next annual workshop.

Five Soft Skill Clusters

Communication Skills such as presentation skills, active listening, and body language

Decision Making & Problem Solving Skills such as creativity, critical thinking, and resourcefulness

Teamwork & Collaboration Skills such as project management and professional networking

Self-Management & Professionalism Skills such as time management, Emotional Intelligence, determination, and integrity

Leadership, Influence, & Persuasion Skills such as conflict management, delegation, selling, and team building

Review

Skill Talk™ episode #2 Al Duncan define behavioral questions. Define behavioral questions.

Discussion Questions

In Skill Talk™ episode #20 Al gave **Duncan Nugget® #47:** Focus on what you can do and less on what you can't do. Take 30 seconds to list your strengths. How can you improve your strengths?

Interview Question: Tell me about a time when you made a mistake on a job? How did you handle the mistake? What did you learn?

Activity

Total time: 8-15 minutes

Step 1: Identify three to five power skills that helps to describe yourself to be used in an interview scenario

Step 2: Write an example or story for each skill.
