

SkillBott

SELF IMPROVEMENT SKILLS MODULE

Self-Improvement requires life-long learning, and life-long learning requires two things: inner drive and goals. Only a few people in life will motivate you to improve yourself, so you have to find your drive and passion within yourself.

If you can find the passion to sustain you, you will push yourself to “grow” on a daily basis. Learning does not stop when you receive your high school or college diploma. In fact, people who are successful and prosperous are folks who strive to improve themselves in many seemingly “small” ways.

For example, they might take a yoga class to learn how to relax and handle stress, or they might watch a TV documentary about nutrition and weight loss. Or perhaps, in their spare time, they might listen to foreign language audio tapes in order to learn about cultures in other countries. The point is that life-long learning and self-improvement can come in the form of many lessons. Benjamin Franklin believed that the greatest learning and self-improvement lessons were found in travel—no matter what the distance, even the shortest journey could provide as much learning and personal growth as spending two months in a classroom (Brands, 2000).

If you have a college degree or even two, and if you are able to take courses that help you improve your public speaking or technical writing or even managerial skills— that’s wonderful! But if you want to start with short-term self-improvement goals, then ask yourself these 3 simple questions:

1. What is the one thing I could change that would make me a better student/employee/person?
2. What is the one thing that I encounter in school/work/life that makes me uncomfortable every time I face it?
3. If I could wave a magic wand and learn one skill—what would it be?

What do those questions mean? How can they help you?

Self-improvement is usually driven by one of three criteria: 1) a desire to change and grow for the benefit of others or at the request of others; 2) a desire to overcome fears, anxieties and obstacles; or 3) a desire to improve your own “status” or life.

What makes self-improvement so critical to success in the workplace? It is a strong indicator of future success and a barometer of your desire to achieve growth and success (Weilkiewicz, 2005). In fact, job candidates and employees with strong records of self-initiated growth strategies typically perform better on the job and enjoy promotions and career satisfaction (Matthews, 2005).

The Self Improvement Skills Module in the SkillBott Program was designed to meet the expectations of employers from ANY industry—as well as arm our learners with the tools they need to get employed, stay employed and enjoy a prosperous career.

Our lessons and activities were developed to ensure our learners would experience true-to-life situations that elicit the self-improvement growth and personal development strategies that employers expect and demand.

We formulated a sequence of high-powered topics that begin with the fundamentals for success and culminate with the acquisition of skills that exceed expectations.

First, learners are encouraged to create a stronger sense of “self” in lessons that teach them how to find direction, develop career objectives and begin to formulate long-term career plans. After all, one has to know oneself and set a course for goal attainment before one can take a journey down the path of self-improvement.

Once our learners have had a chance to make a “self-assessment” and take stock of their skills and goals, their interests and values, and begin to discover what type of work and career will fulfill their passions in life. Using the SkillBott Explorer, students will gain a sense of direction which becomes a valuable tool through the program.

Armed with the results of their self-assessment, students will begin to map out both short and long term plans for themselves. They will evaluate their interests and skills and to map their educational and work experiences and plans.

The Module continues with a two-part series: Developing Your Leadership Style. This group of lessons focuses on helping learners to build upon their self-improvement skills so they can one day take the role of a leader who has the capacity to help others develop self-improvement techniques of their own. We take time to ensure that all learners understand that true leadership is not only about the development of oneself, but the development of those around them. The counterpart to leadership is teamwork, and in that same vein, our lessons on Learning How to Contribute to a Team are also a two-part series.

From the first job application to the first day on the job, students examine the value of networking. Who you know and being in the right place at the right time are both part of building your network in order to get your foot in the door. There is an art to networking and SkillBott gives our students the tools and knowledge to navigate those waters effectively.

Time management is necessary for survival on the job, and an individual employee’s time management, whether good or bad, affects other employees’ abilities to do their jobs, and therefore, impacts interpersonal relations. Exercises in time management give our learners a chance to practice the crucial skill of prioritizing, and then to see vividly how time is connected to money in an organization.

We conclude the Self Improvement Module with a lesson that seems unlike any other— it introduces our learners to the fundamental, universal, tried and true skill they need for successful career preparation: Bottom Line Oriented Thinking!

What does being Bottom Line Oriented (BLO) have to do with self-improvement? Well, BLO thinking is exactly what hiring managers do. Now, imagine how well your interviews will go when you can speak the language of a manager or supervisor! It is important that the employee learn to understand the main objective of any business and to relate to the hiring managers’ needs. And this is why this BLO thinking section is a two-part series. Self-improvement is part of the process of life-long learning.

In the end, we come full circle with our training. Self-Assessment begins with oneself, but it always benefits those around us, when we first meet them and then later on, when we are leaders of the team!

References:

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