

Assignment 1

Self-Reflection

“What is the top **skill** you bring to a workplace?”

CAR10001 - Planning for Career Success

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Part 1: Response

The top skill I believe I bring to a workplace would be my organization skills to coordinate works, individuals and teams efficiently. Organizational skills are defined as “the skills you use to organize your workload, manage time, resources, and schedule and prioritize projects”. (McGurgan 2019)

Having organisation skills is an important strength to bring into the workplace, as it allows teams to stay on track on what’s in order to be done without getting distracted or lost. Organisation skills provides the quality of being systematic and efficient to encourages a workplace team to achieve it’s set goals. (Doyle 2019)

If a workplace is disorganised, and its business system & procedures are not properly established, valuable time and wages is wasted on locating information that should be readily available. Employing people with good organizational skills can ensure a business runs smoothly as they are able to get organized, systematized and proactive which can help save a business owner time, money and reduce stress. (Mirabile 2009)

Part 2: Reflection

As a former team leader at Giovenco Ltd on the APLNG construction project, I dealt with a lot of disorganization, lack of communication and responsibility which initiated me to create and implement a request system. After all the negativity and complaints of more paperwork, the request system was finally put in place and all departments were held accountable. In two weeks, evidence of positive improvements internally surfaced within our planning and communications that enabled a significant increase in the company's productivity. The system was quickly implemented across all areas of the project as it also uncovered the accountability for loss man hours and delays to the project which became vital information for senior managements monthly reports.

I decided on the question "What is the top skill you bring to a workplace?" because I value the importance of organisational skills and how this very experience provided me the confidence to demonstrate this skill and improved a system within a company to gain a quality work flow.

The question was difficult to answer at first as I found I could name more than one skill, however I realized that my organisation skills was the key answer. This skill grouped all transferable skills that has helped myself to be the organised person I am today for example, being organised links to my ability to time manage, show attention to detail, multitasking, communication and problem-solving skills, all of which I believe have made organisation skills my top skill to bring to a workplace.

When managing and understanding your own personal skills, attributes and strengths you are able to use utilize them in everyday life that can guide you in choosing a career path and job that best suits you. Organisation skills is a valued strength to have as a job seeker, as this reflects and analysis your abilities to plan, prioritise and make difficult decisions (McNamara 2006), an attribute that I believe most employers can appreciate and utilize in their workplace. When analysing organisation skills, it is always an unbounded progress as there is always room for improvement when experiencing different workplaces and delivering what works for that company or position.

Overall reflecting and analysing your personal skills, attributes and strengths is a useful tool that will increase your job readiness and opportunities for career advancement.

Part 3: Reference list

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McGurgan, H 2019, '*What Is the Definition of Organizational Skills?*' [online] <https://careertrend.com/facts-6742801-definition-organizational-skills-.html>. 15 November 2019. viewed: 15 November 2019

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