

# The UnLibrarian

Empowered Skill Sharing:  
Being Confident in Your Own Skillset

An e-module presented  
by Amanda Horsman,  
The UnLibrarian

Available on [www.theunlibrarian.com](http://www.theunlibrarian.com)

## Biography

I have been gainfully employed for nearly twenty years, starting with piecework sewing jobs and moved up to a career in the academic sector as a Tenured Librarian III (MLIS and 8+ years professional experience).

As a person with disabilities and a researcher, I regularly complete applications and write rationales to government agencies in order to access appropriate funding and programs.

On a personal level, I have assisted several friends and families in obtaining their dream jobs and careers.



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## Objectives

Understand how to communicate your wealth of transferable skills to obtain better opportunities.  
To finish the module feeling capable of using stories to share your amazing skills.

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## Write Down These Stories

An aspiration that led you attending this workshop  
&  
Something that made you smile today

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## Skills from your Stories

It is likely that your story stems from interactions with the people you have seen that day.

In one workshop, the entire group shared stories from familial interactions that morning.

Here are the types of skills I gleamed from their stories:

- Negotiating
- Establishing Boundaries
- Punctuality
- Time Management
- Positivity in Face of Adversity
- Change Management

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## And most of all...

The willingness to share and  
be vulnerable in telling your stories

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## Lets Talk Skills

## Glossary

**Skill**

"...a learned power of doing something competently; a developed aptitude or ability." (Merriam-Webster Online, 2019)

"...the ability to do something well." (The Official Scrabble Dictionary, 2005)

**Transferable Skill**

The application of skills across different social contexts.

Examples are interpersonal communication, management skills, and collaborative group working skills. (Bridges, 1993)

**Skillset**

A person's range of skills or abilities.

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## Communicating Skills

To communicate to someone that...

“I have the skills to do the role!”

Or

“ I have the building blocks for that role and am willing to learn.”

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## Bridging the Gap

Bridging the communication gap is the transfer of knowledge

But how can you communicate your skills in times when the other party is not aware of your skillset but you know that you have the skills to take on a new role?

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## Community of Practice

### Example

Group of Bankers, People of the Financial World  
They hold a *Common Disciplinary Language*

### Even Still...

Within communities there are dynamic social contexts: gender, race, language capacity, educational achievement, and so on.

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## Telling Stories

Storytelling is the key to communicating across social contexts within and outside of Communities of Practice

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# Storytelling

## Your Notes

You wrote down two different stories earlier in this module:

What ambitions brought you here  
&  
What made you smile today

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## Ambitions are Skills to Develop

If you return to your note on ambition for attending today's module, you may see some of these appear:

- Learn new Skills
- Learn new things
- Improve toolbox and self
- Finding Development Difficult
- Improve communication Skills
- Communication, development and networking

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## Observations from "Things that Made you Smile"

- Ability to adapt in unexpected circumstances
- Being able to step back and listen rather than react and reap the benefits of being mindful*
- Being supportive of partners and appreciating wins
- Coming to the meeting despite challenges*
- Complex relationships husband and kids
- Finding the good in complex relationships*
- Getting up in the morning
- Morning ritual of listening to the radio*
- Navigating complex relationships (parent-child dynamics)
- Negotiating responsibility distribution using positive reinforcement*
- Pep-talk in the morning
- Positive talk between friends - supportive*
- Supportive of equality

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## Skills from Stories

|                             |                    |
|-----------------------------|--------------------|
| Ability to self-culture     | Persistence        |
| Change Management           | Positive-Self Talk |
| Collaboration               | Punctuality        |
| Community-Minded            | Resilience         |
| Establishing Boundaries     | Routine            |
| Gratitude                   | Supportive         |
| Interpersonal Communication | Synergy            |
| Mindfulness                 | Time Management    |

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## We Tell Stories

### Interactions with Narratives

Stories of an experience from a personal point of view;

We listen to narratives all of the time;

We use narratives all the time to demonstrate our points to family, friends and colleagues;

We learn from others' narratives regularly.

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## Get Comfortable

You can do this exercise by...

1. Doing the exercise with a friend
2. Recording a video of yourself to watch and self-evaluate yourself by watching the video
3. Scheduling a consult with me through my website [www.theunlibrarian.com](http://www.theunlibrarian.com)

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## Actively Listening

Listened for:

- Action words: Demonstrates actionable skills  
I.e.: organized, planned, decided, borrowed, etc.
- Adjectives: Demonstrates how they feeling about an action or project. Take note when there are noticeably more adjectives in describing one element versus another.
- Nouns: Demonstrates skills with particular equipment, software and tools.

Took note of the person's corporeal reactions:

- Eyes wide: excited about something
- Shoulders cave in a little: shyness or uncertainty
- Leans away, with ease: comfortable with the subject
- Leans away, quickly: annoyance or frustration
- Leans in, like a whisper: personally important

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## Life Skills Story

**Speaker**

Close your eyes and pick a project that jumps out that makes your heart or mind:  
Could be a success or a failed project

Go for the project that is closest to your heart or of highest professional value

**Listener**

As the speaker tells their story, jot down:

- a skill that impressed you
- a skill the person seemed shy about
- a skill in which the person seems to take pride
- a skill you would suggest to them

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## Questions to Ask

Are there skills that you had not considered?

Are there skills that you self-identified?

Are there skills that you wish to build upon?

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## Active verbal feedback

Relieves stress and worry of not having done well,  
thereby reducing toxic thought patterns and  
giving them a voice.

It is a fantastic opportunity to give positive  
feedback.

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## Daily Practice

## Community

It is your duty as a community to generate the language needed for each one of you to succeed.

Be receptive to feedback and engage in constructively providing feedback.

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## Social Context Ice Breakers

Use ice breakers to identify similarities and differences between yourself and the other person.

Integrate the other person's vocabulary to bridge contextual gaps.

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## Healthy Feedback

Engage in constructively providing the feedback

For example:

Think of a skill you would like to suggest to the other person

Naturally, humans love to give their opinion, lets do it in healthy ways, as a suggestion or help rather than a slight.

We all want to see each other succeed.

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## Personal Skills

Reflect on your skills:

Read older versions of your resumes and all of your letters of recognition,

all the while inventorying your skills as you go.

Work through any hooks or frustrations that may remain from bad experiences.

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## Skills Awareness

You can present your own skills by being:

**Sensitive** - Being open to the possibility that you possess skills that allow you to relate to the new scenario

**Responsive** - Framing ways in which you can master this new skills by considering the learning skills you employed when you learned:

- Did you read a manual?
- Consult experts?
- Seek professional development training?

**Adaptive** - Identifying old habits that need to be changed to fit in with the new narrative. Modify behaviours.

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## Optional Exercise

Write down three skills you rediscovered today

Write down a skill you wish to share with the world

Tell a Story about it

Share it

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# Happy Skills Sharing!