

## Self-Test: Do you have these skills?

### Scenario A:

Beth has started a new job. She knows how to use a computer, but her employer is asking her to use a program that she does not know. Her supervisor knows some of these skills are new to Beth and does not want her to get discouraged. How can Beth and her supervisor work together to get the tasks complete?

Your Answer:

### Scenario B:

Bob works in a growing company in the financial services field as a customer support analyst. He feels like he is ready to move into a management position. He approaches his supervisor about promotion opportunities in the company. What does Bob need to do to prepare for talking to his supervisor?

Your Answer:



**Answers:**

**Scenario A**

*Beth can show she is open to learning. Beth's willingness to learn skills shows her boss that she can adapt to the change. Beth let her boss know that she is willing to learn by asking if she can get training on the new tasks and job productivity tools. By completing the training and her tasks, Beth shows her boss that she has the qualities to be employable.*

**Scenario B:**

*Bob has positioned himself for something new. He has kept his skills up to date. He has always been the type of person to seek feedback and make changes when needed. Bob should prepare a plan that anticipates changes in work, identifies his strengths and weaknesses, and shows ways to improve his skills. Then, he can set up a time to discuss his skills, his proposed plan, and advancement opportunities with his boss.*

