



**IMPROVEME**  
.COM.AU

# Analytical Skills

A guide to your key competency  
and where it can lead you.



# Your journey continues

## Welcome to the next step in your personal improvement journey!

You've already undergone the important task of completing the **ImproveMe Competency Assessment** and identifying your top strengths.

If you utilised the peer assessment option, it's at this stage that you should discuss any great variation in your results with your peer reviewer/s to assist with your level of self-awareness, and confirm the two strengths you will focus on moving forward.

## Why is it so important to focus on your strengths?

Throughout your life, you have probably been told you should work on your weaknesses and improve your skills in areas where you did not thrive.

"Hands down, that may be the biggest lie we've ever been told. At the end of the day, all this does is rob you of your confidence," says Dean Graziosi, NY Times best selling author and one of the world's top motivation trainers.<sup>1</sup>

Instead, he advocates focusing all your time and energy on becoming amazing at the things you've already identified you're good at. "Your success depends on...improving what you're already good at to the point of greatness."<sup>1</sup>

## So, where to from here?

The answer to this question is really up to you! Would you like to just "dip your toe in the water" by understanding your competencies? If so, this booklet provides you with some information about the Collaboration competency, to help you fully understand the importance of this strength you possess.

Alternatively, you may be ready to make a change right now by growing your knowledge and starting to plan for the next phase of your life.

"Think about how you're going to win, not what if you fail."

Mike Conley Jr, NBA Star

If you are ready to take things to the next level, the **ImproveMe Development Portal** is an online tool that provides a variety of activities you can undertake to help you explore, nurture and grow your collaborative skills. These range from listening to podcasts and following influencers right through to identifying career study paths and job types you may wish to apply for.

If your employer has asked you to participate in ImproveMe, you may already have access to the **ImproveMe Development Portal**.

Otherwise, you can learn more about the portal at [www.improveme.com.au](http://www.improveme.com.au) or via the information emailed to you with this report.

The choice to take action to make things happen is then up to you!

Find out more!



# Entrepreneurial Thinking: **what is it?**

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Entrepreneurial thinking is a mindset propelled by the desire to solve problems and create solutions. It is a competency commonly found in all innovators, whether they are the founder of a startup company, a freelancer, an artist or an individual who drives positive change from within a corporate organisation.<sup>2</sup>

Entrepreneurial thinking involves looking beyond the current situation and visualizing what the future can bring, drawing on the collective initiative of yourself and others. It is the ability to view the world as a marketplace and develop clever, workable solutions to exploit opportunities that present themselves.<sup>3</sup> Usually this means identifying a gap in the market and filling it. However, it can also be about trying something new or improving a process to increase efficiency or boost results.<sup>4</sup>

Some would say entrepreneurial thinking is all about doing what people say is impossible. An entrepreneurial thinker has the belief and ability to make anything a reality, because they find opportunities that others do not find. As computer scientist Alan Curtis Kay said, “The best way to predict the future is to invent it.”

Interestingly, being an entrepreneurial thinker isn't about being born with a specific mindset. Instead it's about being prepared for the challenges that await you,<sup>5</sup> and there is much you can do to actively develop this important competency that is so valuable in today's society. This is because entrepreneurial thinking is not a trait that is inherent in an individual. It is something that gets cultivated over a period of time.<sup>6</sup>



# Characteristics of a leader

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You demonstrate

passion and use

it to motivate others.



Leaders will generally display some or all of the following attributes<sup>2</sup>:

- Be known for your exemplary character, based on trustworthiness
- Be trusted through visible displays of honesty and integrity
- Be enthusiastic about your work or course of study
- Be confident, with an ability to lead and set direction
- Have the skills to function in an orderly and purposeful manner in times of uncertainty
- Be tolerant by remaining calm, composed and steadfast, no matter what the circumstance
- Have the ability to think analytically
- Be committed to excellence
- Demonstrate passion and dedication and be considered a motivator
- Have excellent communication skills where others have a clear understanding of goals and objectives
- Regardless of the situation or challenge, always stay positive
- Understand the importance of humour in creating positive and successful outcome
- Have excellent listening skills
- Embrace delegation by empowering and assigning tasks to those with the appropriate skills
- Have the intuition to make decisions based on situations requiring a quick response
- Possess skills in demonstrating empathy and/or sensitivity when circumstances dictate
- Have great awareness by understanding the importance of every role to achieve desired goals
- Be decisive and know when to act unilaterally and foster collaborative decision making
- Embrace accountability
- Be known as a great mentor of people
- Have a vision and demonstrate your ability to articulate the future
- Be humble and have self-confidence and self-awareness to recognise the strength of others without feeling threatened
- Have the courage to take risks where there is no assurance of success

# The importance of organisational skills in **the next generation workforce**

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The twenty-first century workplace, regardless of industry, has seen a shift towards increased employee independence and greater flexibility in workplace roles. This, coupled with a flattening of hierarchical leadership structures and increased employee accountability, has meant that twenty-first century employees require highly developed organisational skills to be successful in the workplace.

Organisational skills are readily transferrable and those people with highly developed organisational skills are often viewed as adaptable, dependable, and productive. It is this productivity and adaptability that can mean employees are given greater opportunities and responsibility.

It is important to note that having highly developed organisational skills means much more than having a tidy desk or being on time. To have identified strength in this area means you are more likely to maintain a healthy work life balance, reduced likelihood of developing poor work habits, and have a greater chance of achieving your goals.

# Presentation skills **in action**

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## “Stay hungry, stay foolish.”

On 12 June 2005, Steve Jobs (then CEO of Apple and Pixar Animation) delivered the commencement address to graduates of Stanford University (Stanford, California, USA).

The style of the speech was very different to what people were used to seeing when Jobs delivered Apple product launch presentations, and it would go on to become one of the most quoted commencement speeches in modern history.

Indeed, the **official video of the speech** has received more than 31.8 million views on You Tube.

Drawing from some of the most pivotal points in his life, Jobs urged graduates to pursue their dreams and see the opportunities in life's setbacks - including death itself.

Noteworthy elements of the famous speech include:

- a strong opening;
- simple classical structure;
- the Rule of Three;
- rich figures of speech; and
- a recurring theme of birth/death/rebirth.

**Watch the speech**, then **read this useful critique of the speech** and why it was so well delivered.



“Don’t let the noise of others’  
opinions drown out your own  
inner voice. And most important,  
have the courage to follow  
your heart and intuition.”

Steve Jobs

# Where to from here?

## Activities to explore, nurture and grow your creative skills

Understanding your strengths is most valuable if you know how to develop them further! Below is a small selection of example content from the **ImproveMe Development Portal**, to help nurture your creativity.

Learn more about what to expect from the **ImproveMe Development Portal** on the next page.

### Occupations where creativity drives success

Example occupations that you might like to explore include:

- Fashion Designer
- Signwriter
- Social Media Manager
- Teacher



### Podcast

#### How To Write A Book

*by Todd Henry*

In this brief episode of the Daily Creative, Todd Henry offers some counter-intuitive advice to one of the most commonly asked questions he gets asked: how do you write a book?

### TED Talk

#### How to find work you love

*by Scott Dinsmore*

Dinsmore left a Fortune 500 company to help others do work they love. He supplies practical career tools connecting more than 100,000 people worldwide purely to encourage each other's dreams.



### Further reading

An example of an article to help hone your creative skills:

#### 4 Habits of the World's Most Creative People

*by Graham Winfrey*

A new study finds that being more creative is not as complicated as you might think.

### Hint

An example hint about ways to learning more:

*Undertaking volunteering opportunities or work experience can be an excellent way to explore career options before taking the plunge into a particular job type or path of study.*