

# Essential Skills for Your Career Development

## Glossary

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

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### C

#### Cognitive skills

- The core skills your brain uses to think, read, learn, remember, reason and pay attention.

#### Cover letter

- A letter of introduction attached to, or accompanying, another document such as a curriculum vitae.

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### E

#### Elevator pitch

- A short description of an idea, product, person or company that explains the concept in a way such that any listener can understand it in a short period of time.

#### Entrepreneur

- A person who designs, launches and runs a new business, which is often initially a small business.

## Entrepreneurial approach

- An approach to building a career by turning an idea into a business and learning along the way.

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## I

## Interpersonal skills

- The set of abilities that enable a person to work positively and effectively with others.

## Intrapreneur

- An employee who is tasked with creating or developing an innovative idea or project within a company.

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## L

## Ladder approach

- A linear approach to career development, where you work your way up within a profession or organisation, from junior to more senior positions.

## LinkedIn

- A business and employment-oriented service designed to help you manage your professional identity and build your professional network.

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## M

## Matrix approach

- An approach to your career where you combine different skill sets and interests into a role which is unique to you.

## **Mentor**

- A relationship where a more experienced or knowledgeable person helps guide a less experienced or knowledgeable person.

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## **N**

### **Network approach**

- An approach to career development geared around building a network of contacts that will be mutually beneficial.

### **Network effect**

- The idea that as you build up your professional relationships, your value as a potential employee increases.

### **Network, Networking**

- A group of interconnected people, ideas or things. In a professional context, connecting with others to exchange information and develop professional contacts and visibility.

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## **P**

### **Panellist**

- A member of a discussion or an advisory panel.

### **Portfolio**

- A collection of works or documents that represent a person's skills and accomplishments.

## **Portfolio approach**

- An approach to career development where your work is showcased as a portfolio, similar to the approach used in jobs in photography or graphic design. This approach can be used across many disciplines and enables employers to have an idea of the type and range of work you can do.

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## **R**

### **Roadmap**

- A planning technique to help support your vision. It includes key milestones/deliverables which are also known as short-term and long-term goals, and these are presented on a timeline.

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## **S**

### **Sabbatical**

- An extended break from employment, sometimes paid and sometimes unpaid. This is usually organised and agreed upon by an employee and their employer.

### **Slack**

- A cloud-based proprietary instant messaging platform.

### **Social capital**

- The interpersonal relationships, institutions and other social assets of a society or group that can be used to gain advantage.

### **Start-up**

- A company initiated by an entrepreneur that is in the first stage of its operations.

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# V

## Value proposition

- A statement used by businesses that are trying to share what makes them distinct and unique in the market, and that is of value to the customer. It can also be applied to individuals to find what is unique and distinct about them and what it is that they would bring to an organisation or opportunity.

## Vision board

- A tool used to help clarify, concentrate and maintain focus on a specific life goal, for example, your career.

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