



MONEY DOES GROW ON TREES

COLOUR CODE

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|------------------------|-----------------------|---------------------------|
| 1. ELEMENTS = ATTITUDE | 5. ROOTS = FOUNDATION | 9. LEAVES = WORK |
| 2. SEEDS = SERVICE | 6. TRUNK = CORE | 10. FRUIT = GOALS |
| 3. SAP = CREATIVITY | 7. BRANCHES = SECTORS | 11. FOREST = NETWORK |
| 4. BUGS = BARRIERS | 8. TWIGS = BRANDING | 12. SEASONS = TRANSITIONS |

Think of yourself as a tree. Each part of a tree is needed for the tree to grow and flourish. Similarly, there are many parts to your skills. Each part is needed for you to grow and flourish in your life and in your career. There are 12 parts to the SEED. Each part represents a different part of your skills. The list above shows each part, and compares each part to a tree, and its ecosystem. The first step is for you to learn about the 12 parts and learn about the 60 skills that are within the parts. In the second step you will assess yourself on each skill to see your current level. The third step will be to grow those skills. By doing so, you will become more confident in your skills. The next time someone asks you to tell them about your skills, you will be ready.



The online version of the SEED is available in the form of a certificate. You can access the certificate by going to: www.employability.co.za/account/register and using the access code: **B92M-LWE3** Once you have registered, you will first complete the self-assessment, followed by the modules. Once the modules have been completed, you will do the self-assessment again to get a report that shows the difference between your scores before, and after the certificate, to see your growth.

WHAT PEOPLE WHO HAVE COMPLETED THE SEED ARE SAYING

How to grow my roots and how to grow my skills.
I have learnt about the skills I have but didn't know I had them.
The fact that it made me realise that my skills are very important.
The mindset I need to succeed as an entrepreneurial businessperson.
At first I did not know that each part of the tree has its own meanings.
Everyone is unique and I don't need to fit into everyone's expectations.
It starts with me, I am the only person to grow my leaves and my fruits.
Knowing how to grow myself and sustain myself within the work place.
I have learnt how to picture myself as a tree, and how to grow my roots.
I must grow my skills and produce results which are positive and beneficial.
It is not easy to achieve what I want, but as long as I stay dedicated I will get there.
I have learnt that I need to have a structure in whatever I am doing in order to progress.
I have learnt how to see myself as a tree, if I know my skills nothing must come my way.
I have learnt to know myself better, what I want and how I can grow my career in stages.
It helped me to introspect and now I really know my strengths, weaknesses and capabilities.
I must also seek information from people who have walked the same path I am walking now.
Before applying for a job or starting my own business I need to know myself through research.
I have learnt that I first need to know myself and my skills in order to get somewhere.
That I don't stop growing and in doing so, I should always be a product of information to succeed.
I have learnt about my skills and how different skills grow me as an individual or as a team.
I have learnt how to grow my career and consider it as a tree. I must grow it and nurture it.
I learnt about being responsible, knowing my true self, where I am going and how I will get there.
How to grow and feed my roots, how to maintain my trunk so that the branches produce good leaves.
I have learnt that the roots of a tree must be strong to balance your tree and to provide healthy fruit.
The most important thing that I learnt is how to depend on and trust myself.
I learnt that before I could attempt to go anywhere, I should first know myself.
I got a chance to learn about myself, and how important my skills are.
I'm sure about the career I want to do and what skills are required for my work.
For me to know where I am going, I need to understand where I am currently at.
I have learnt that my skills are like a tree, and that we all have different gifts.
How to consider a problem and solve it.
I must have clear and defined goals.
I learnt that it is important to grow my career.
That I am the champion of my dreams and goals.
That I am a brand and its marketing infrastructure.
To question everything in my life, is it worth my time.
I also learnt that I should never underestimate myself.
I have learnt about the most important tree of my life.
I have learnt that before I get up there, there are steps before you can eat ripe fruits.
The skills gave me courage not to give up but to step up and be self disciplined and determined.
That a person needs to be sure about what they want to do, and that I should get experience.

STEP 1: LEARN ABOUT THE TWELVE CAREER CATEGORIES OF THE SEED



1. Elements = Attitude: I have a good attitude towards all that I do

Having a positive attitude is the first step to achieving anything of real value. To achieve and hold onto a positive attitude through all of life's difficulties is what sets the good apart from the great. The most successful people have a can-do approach; when others say 'I can't!', positive people say 'I can!'



2. Seeds = Service: I give of myself to others in everything I do

You need to plant your tree through service and nurture it until it has matured and is ready to bear fruit. Start volunteering immediately; even if you have no money, you can still be generous with your skills and your time. When giving to others you will receive real value in life.



3. Sap = Creativity: I am creating the best life I can live

Creativity, like sap, is the lifeblood of each of your skills and the driving force in creating a successful and fulfilling career. To tap into creativity, find new ways to approach old challenges. A creative mind can adapt itself to just about any situation and function within it.



4. Bugs = Barriers: I work around my barriers in my life

The bugs of the indaba tree suck the sap from its seeds. Don't let your barriers steal your creativity. Address them and go over, under, around or through them. A barrier is not a dead-end, but the possibility for a new beginning. So identify your challenges and work out ways to overcome them.



5. Roots = Foundation: I live true to my values and manage my emotions

The roots of a tree are its foundation, strengthening it even during great storms. Similarly, your values, emotions, decisions and actions are your foundation in times of great challenges. When you are under enormous pressure, it is these four aspects that will keep you standing strong.



6. Trunk = Core: I have all the skills required to live a good life

Your core skills are the skills you need in all types of work. They cover skills such as people, money and time management. Understand these skills and own them if you are to stand out in a crowded forest. The bigger your trunk, the bigger your tree, holding the weight of your work you will see.



7. Branches = Sectors: I have all the skills required for decent work

Your branches are the different sectors you have skills for. You might have skills in teaching and that means one of your branches is the education sector. Once you know the sectors of your skills you can find out some of the jobs appropriate for you.



8. Twigs = Branding: I brand my skills to design my life

Your twigs are your branding skills. You need to know your skills, and the skills needed in different types of jobs. Be open and honest, when you brand the skills you have and the skills you are working on. Position yourself in a manner that has value and is true to your current position.



9. Leaves = Work: I work hard and I work smart

The leaves of a tree provide over 90% of its food. Similarly, the leaves of your tree is the work that you do. The more leaves you have, the greater the growth of your tree. Your ability to manage your work allows you to grow your tree and to bear more fruit.



10. Fruit = Goals: I set goals for my life and complete them

We all get out of bed in the morning for a reason. One reason is to achieve our goals. It is important that your goals are aligned with your sense of purpose in life, that you know how to set and achieve them. Learn to have the vision to perceive when your fruit is ripe or when it is too soon to pick.



11. Forest = Networking: I spend time with people who do the things I love

Your forest is the network of people and organisations that support and protect you from great winds and storms. Link your tree to other trees by connecting and networking with other people. Each person who you have a personal or professional relationship with forms part of your network.



12. Seasons = Transitions: I make the most of the changes in my life

There are seasons in a person's life, as there are seasons in nature. When you start new work it is like spring, and a time of great growth. You may then reach summer, where you peak in your success. Autumn is the quiet time of stability, and winter is the decline when things might not be going well.

LEARN ABOUT THE SIXTY SKILLS IN THE SEED. SCAN THE QR CODES TO LEARN MORE ABOUT EACH SKILL



1. Thankfulness

Being thankful is the first step to achieving anything of real value in life. Staying thankful through all of life's difficulties is what sets the good apart from the great. Spend your time thinking about all the good things you can be thankful for.



2. Purpose

It is easier to find purpose in life when you know what you need and love, and know what the world needs and loves. You need to know what work you love doing, what work you are good at, what the world needs, and what you can get paid for.



3. Reflection

Making the time to think about your past, present or future is reflection. By reflecting, you put things in order and in perspective. Something could seem a lot worse than what is really is until you take time to reflect on it.



4. Change

As soon as you think you have figured it all out, things change. The goal should be to embrace change and live for it and with it: live to change and change to live. Embrace it, breathe it. Change is the oxygen that sustains all life.



5. Service Time

By being giving of your time, you are giving of your life. It is about being there and being present. Like the hands of time, the one hand on the clock can't live without the other. Time shares time, just as you should share your time to others.



6. Service Talent

There are things that you are good at. Some may be good at thinking of new ideas and some at working out calculations. Share of your art and share of your music. We can all aid others through their journey, as others have guided us.



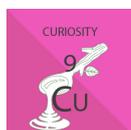
7. Service Treasure

Giving of our treasure is giving of our money and all those physical things which are precious to us. Our strength is not in our riches but in our service to support people. Share to others and discover the more valuable treasure of generosity.



8. Dreams

We all have dreams of what we want to achieve out of life and in our work. We have an idea of what we want to do and where we want to be in our careers. Our dreams should be even bigger than simply desiring money or power.



9. Curiosity

We can get so carried away being curious that we lose track of what is important. If we focus our curiosity in areas that could bring success, however, we may find it. Focus your curiosity on the things that bring success.



10. Imagination

All the biggest buildings in the world were first conceived in someone's imagination. Architects imagined the possibility of what could be and used their skills to make their visions reality. Our imaginations contain the seeds of everything new.



11. Incubating

Have you ever had a new idea and told someone who didn't really care about it as much as you? Getting a negative response before you've decided your idea is important could demotivate you to think about it further.



12. New Experiences

When we do the same things day in and day out, we stop learning. However, when we do new things, we learn a lot. New experiences can help us see the same things differently and experience life in a brand new way.



13. Area Barriers

Where we live is likely to be a barrier in some way or other to our success. If someone wanted to be tennis player but never had a tennis court in their area, they would not be able to practice as often as needed to be their best.



14. People Barriers

Sometimes people prevent us from reaching our goals in life. We need to be sure that the people we give our time to are also supporting us in our journey. Spending time with people with the same goals as us will make it easier to achieve.



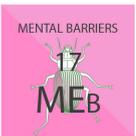
15. Money Barriers

Some people begin their career with money and others do not. Some people will make lots of money during their career while others will not. However, without money, we may find it harder to reach our goals for work and for life.



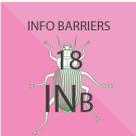
16. Physical Barriers

Even though you might have some physical limitations, you can rise above them by working on them or around them. We all have different physical abilities. Why limit yourself because of what others have. Use what you have been given.



17. Mental Barriers

If we do not believe that we will succeed at something, then there is very little chance that we will. Overcome the fear that haunts you even at the height of your powers. Accept that the person in the mirror, is actually you.



18. Info Barriers

Some people have access to more information than others. Information is the key to success. So refuse to be limited, refuse to be misdirected or misinformed. Find the right channels and people and make information work for you.



19. Values

Your values include things like honesty and freedom. When you know what values are important to you, you can choose the work that matches those values. Doing work that is in line with your values will help you make decisions that are true to you.



20. Emotions

When your emotions go red and destructive, you need to know how to bring them back to green and productive. You choose how you are going to manage your emotions and what you will do with them. Lead your emotions to victory.



21. Decisions

By making one decision when you had two options, you are saying yes to one option and no to the other option. When making decisions, always consider your values and emotions and also who will be effected by those decisions.



22. Actions

Goals without action will remain dreams. Action is the energy that brings about a change in reality. Sometimes we think so much that we become confused. Be a can-do person and never fail to take action.



23. Core Flexibility

The demand for your general skills goes up and goes down in your community. You need to know when to skill, upskill and reskill yourself when it comes to your general skills in order to stay adaptable and agile.



24. Skill Records

By keeping a current record of your skills, you have evidence to support your applications and proposals. Having a reliable way to keep track your skills will allow you to position yourself as a brand in an honest and credible way.



25. Balance

You need to look after yourself: take care of your health and lifestyle. First impressions last and people can see if things are not in balance. Take pride in the being that is you.



26. Basic

There are some basic skills that you need to work hard to master. These are skills like reading, writing and calculating. Learn to derive, define and master the unknown, whether it be an unknown word, equation or number.



27. Technology

If you want to be a good accountant, you need to work well with a calculator. Manage the tools that are at your disposal for the work you want to do. Stay on the cutting edge of what is available in technology, especially for the work you want.



28. People

People skills include showing understanding, friendliness and respect for the feelings of others. They also include asserting yourself when it is appropriate and taking an interest in what people say and why they think and act as they do.



29. Time

It is not just about how you use time, but how you save time. There are many things you can do to manage time better. Practising good time management will help to you be punctual and not miss deadlines. In this way, you build credibility.



30. Money

Make sure that you save, even if it is a little. Do your best to save 10% of your money each time you earn, no matter how small or how big the amount. If you can get into this habit, you will see your money begin to grow.



31. Communication

Communication is more than just speaking and listening, it is also being able to communicate in such a way that people can understand what you are saying and support your views. Master the ways in which you listen and express yourself.



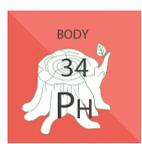
32. Mental Toughness

Be tough, strong and mentally flexible. When things are at their worst, know that they will change. Before the brightest sunrise is the darkest hour. Your mind is your greatest asset, a legion of brain cells at your disposal.



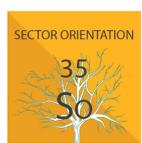
33. Learning

From a young age we have the passion to learn new skills, new tricks, new words, new ways to do old things. Our minds are networks of learning systems, categorising, prioritising, storing, forming and re-structuring information as we go.



34. Physical Toughness

A person who is flexible can become a gymnast; a person with strength can become a body builder; a person with stamina can become a runner. Get to know your body and how it can help you in your work.



35. Sector Orientation

There are different sectors of the economy, such as manufacturing and engineering. Each sector offers different opportunities and requires skills that are unique. Orientate yourself to all the sectors before you branch yourself in a particular direction.



36. Sector Specialisation

The ability to focus on a specific sector sets allows for your skills to grow deeper. Like the stages of building a house, the house must go up one stage, one brick, one door and one window at a time. Master a sector to grasp its every element.



37. Sector Diversification

Once you have taken the time to specialise in one sector, you can take those skills to another sector. Be careful not to keep doing the same things, in the same way, in the same sector, with the same people for your life.



38. Sector Flexibility

There are times when the skill you are required to have in your sector begin to change. This is when you will need to skill, upskill or reskill yourself in line with the needs of your sector in order to stay adaptable and agile.



39. Self Research

By knowing your skills, you will know your current career capital, meaning what your skills are worth. Consistent assessment of your skills is important to growing and re-positioning yourself in your career.



40. Work Research

Think about the skills required for the work you want to do. Consider not only the general but also the specific skills that are required. Be sure to get a full understanding of the required skills, so that you can truly understand your position.



41. Personal branding

Consider the skills you have and the skills you need. Be open and honest, when you communicate the skills you have and the skills you are working on. Position yourself in a manner that has value and is true to your current position.



42. Brand Flexibility

Despite your research and branding activities, it's not always easy to find and keep work or start and run a business. You may not be successful in your first, second or tenth interview or proposal. Keep your gaze on the horizon and stand firm, to you.



43. Batho Pele

Batho Pele is the Sotho phrase for 'People First'. At work, it is service orientation, striving for excellence when delivering service and committing to continuous service delivery improvement. First come the people, the people come first.



44. Business Acumen

There are three main principles in work called the triple bottom line. The first principle is profit, looking after the money. The second principle is people, looking after the people and the third principal is the planet, looking after the planet.



45. Work Plan

You should have a work plan to guide you and keep you on track. While it is important to be structures, it is also important to remain flexible with unexpected changes. A stiff tree may snap in the wind but a flexible will not.



46. Projects

Projects have a few basic stages, including initiation, planning, executing, monitoring, controlling and concluding. Each stage consists of tasks that contribute to the overall success of a project. Every task itself is a project.



47. Needs Analysis

We don't have to look far to see the need all around us. Look at the needs of your community, then look at the needs of your country, the continent and the world. Ask yourself what is needed around you today, set goals and act.



48. SMART Goals

A SMART goal is Specific, Measurable, Achievable, Relevant and Time-bound (SMART). Your goals need to be specific about the actions, measurable to see if you are succeeding, achievable in that they are possible, relevant to the bigger goals with clear time frames.



49. Long-term Goals

Your long-term goals are the biggest, most ambitious objectives you have for your career. These goals usually take a about 5 to 10 years to achieve. Patience provides the nutrients that sustain our goals, and success is the harvest we reap.



50. Medium-term Goals

Your medium-term goals are the deliverables that need to be completed to achieve your long-term goals. These usually take about 1 to 5 years to achieve. Nurture your potential in the medium-term and the years will honour you.



51. Short-term Goals

Your short-term goals are the activities that need to be completed to achieve your medium-term goals. Using the example of a long-term goal of becoming a plumber. The short-term goals is to register at a TVET college, go to lectures and study for your exams.



52. Goal Flexibility

It is said that life happens while you are busy making plans. Things can happen that are beyond your control, causing changes to your goals. Do your best to do right by each of your goals, even when changes are needed.



53. Involvement

There are people and organisations who have the same interests as you. By linking with these people and organisations, you will be able to share your experiences and grow from each other. Big things happen when people come together who share a goal.



54. Network Circles

There are people involved in your life who have a positive impact on it. In essence, life is work and work is life. Network far into the world and also within the confines of your community. Strengthen your relationships both close and far away.



55. Credibility

Credibility is not only formalised through education alone. It is also stamped by wisdom. Credibility is an art form, the legitimate way to show your strengths and authenticity. So rep your cred, rep the hood that is in your heart.



56. Visibility

Being visible means a whole lot more than having an internet profile or being the loudest person in the room. It is about being the best brand for your beliefs. Fashion yourself in a way that allows you to set trends. Strut your stuff.



57. Growth

When you begin something new, you are learning and doing new things. You are growing and beginning to see new results. Suddenly the tree that seemed barren grows new sprays of blossom. Put a spring in your step.



58. Peaks

This is the time when you experience the fruits of your hard-earned labour, whatever they may be. You are in the best place to make clear decisions as you are not experiencing the other stresses that come with growth or decline.



59. Plateaus

This is the time when the last big achievement you made is becoming a memory. Things are not up and things are not down. It is the time to reinforce your current work, to make sure that you are preparing and storing for winter.



60. Declines

There comes a time when everything you've been doing seems to be failing. This is a stressful time during which you might question your former decisions. Winter appears with a grey cloak and long beard. He tests our minds and spirits.