



## SELF-DIRECTED LEARNING

### STEP 3: GROWING YOUR SKILLS

Date	
Name/s	
Surname	
Favourite Saying	
Your Greatest Hero	

## MONEY DOES GROW ON TREES

### COLOUR CODE

- 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.



### STEP 3: GROW SIXTY SKILLS OF THE SEED



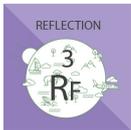
#### 1. Thankfulness

Think about a person who you are thankful for. If possible, make contact with them and let them know. In your logbook, write a paragraph on what happened, what you learned and how you will do things differently next time.



#### 2. Purpose

Write down four lists on a separate piece of paper. The first list is things you love doing. The second is things that you are good at. The third is things that you can be paid for, and the fourth is things that are needed in your community. Write a paragraph on types of work that include all four of those.



#### 3. Reflection

Spend 5 minutes reflecting on something good that happened to you. In your logbook, write down a paragraph on what happened, what you learned and how things changed for the better.



#### 4. Change

Think about something that is changing in your life. In your logbook, write a paragraph on what it is and how you will make the best of the change.



#### 5. Service time

Think about a need in your community that you can volunteer your time in a safe and responsible way. Make contact with the person managing that process and offer your time. In your logbook write a paragraph on what happened, what you learned and how you will do things differently next time



#### 6. Service talent

Think about a need in your community that you are able to volunteer your skills to support. Speak to someone you trust about your plan before taking action. In your logbook, write a paragraph on what happened, what you learned and how you will do things differently next time.



### 7. Service treasure

Think about a way to share your treasure responsibly in your community and discuss it with someone you trust before doing it. In your logbook, write a paragraph on what happened, what you learned and how you will do things differently next time.

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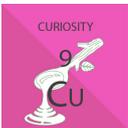
### 8. Dreams

Imagine you had all you needed to achieve any dream you had. In your logbook, write a paragraph about one specific dream you have for your career.

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### 9. Curiosity

Think about something that you are curious about in work and find more about it. In your logbook, write a paragraph on what you did to find out more, what you learned and how you will do things differently next time.

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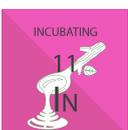
### 10. Imagination

Imagine a new type of service or product that could be of benefit to your community. In your logbook, write a paragraph on what the service or product is and how you will go about testing to see if is a good idea.

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### 11. Incubating

In your logbook, write a paragraph on an idea that you are incubating and a date when you plan to action that idea. Also include a sentence on why you have chosen that date for action.

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### 12. New experiences

Action an idea that you have been incubating for some time. In your logbook, write a paragraph about the idea you actioned and what you learnt from that new experience.

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### 13. Area barriers

In your logbook, write a paragraph about an area barrier you currently have and how you plan to work around that barrier.

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### 14. People barriers

Speak to someone who you think shares some of your dreams and goals. Ask them about their plans and tell them about yours. In your logbook, write a paragraph about what the other persons dreams and goals are and how similar they are to yours.

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### 15. Money barriers

Think about something you are passionate about that could have great value for your community. In your logbook, write a paragraph on what it is and how it can add value to your community while making you money. Include some information on the next steps to get started.

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### 16. Physical barriers

Think about a physical barrier you have. In your logbook, write a paragraph on how you are working around that barrier and what abilities you are focusing on to ensure you reach your dreams.

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### 17. Mental barriers

Think about a mental barrier that has been holding you back. Think creatively and do something to work around the barrier. In your logbook, write a paragraph about the mental barrier and what you did to work around it.

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### 18. Info barriers

Think about a job you are interested in but do not have enough information about. Make a plan to find out as much information on that job as possible. In your logbook, write a paragraph on what that job is and what you did to find out more information about it.

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### 19. Values

Ask a good friend or family member what they think three of your main values are and why they have chosen those three. In your logbook, write a paragraph on the three values and why they felt those are three of your main values.

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### 20. Emotions

Think about a recent situation that upset you. In your logbook, write a paragraph about why the situation upset you and which of your values were affected. Include a sentence on how you managed your emotions in the situation.

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### 21. Decisions

Think about a decision that you need to make and consider all the options. In your logbook, write a paragraph about the decision and the options you have. Include a sentence on why you have chosen a specific option over the others.

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### 22. Actions

Think about an action that you know you should take but have not taken it. Go ahead and take action in a responsible way. In your logbook, write a paragraph about what action you took and what the outcome was.

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### 23. Core flexibility

Think about a situation you have been struggling with for some time. In your logbook, write down how you are going to be more flexible in handling the situation so that you can make it better.

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### 24. Skill records

In your logbook, write a paragraph about how you can keep a record of the skills you are developing.

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### 25. Balance

Think about some areas in your life that are out of balance. In your logbook, write about one of these areas and what you will do to begin finding more balance in that area. Include a sentence on how you will begin and when.



### 26. Basic

Think about your basic skills and how much time you are spending to ensure they continue to grow. In your logbook, write a paragraph on how you are growing your basic skills and how you can ensure to focus on them even more going forward.



### 27. Technology

Think about ways you can use different online platforms to better reach people around you who can support your career. In your logbook, write a paragraph about a specific platform you will focus on and how you aim to reach people who can support your career.



### 28. People

Think about how you interact with other people whether it be one-on-one or in teams. In your logbook, write a paragraph about a current challenge you have with people and how you will work to better the challenge from your side.



### 29. Time

Think about how you manage your time from day to day and if you keep to your schedules or are easily distracted. In your logbook, write a paragraph on what you include in your schedule every day to keep effective in managing your time.



### 30. Money

Think about the things you would like to do if you had enough money. In your logbook, write a paragraph about one of these things and how much you will need to get it. Include how you are going to save money and how long it will take.



### 31. Communication

Do some research on ways to communicate well with another person. Find someone who you can communicate to using the different ways you have learnt about. In your logbook, write a paragraph about how you communicated with the other person and what the outcome was.



### 31. Mind

Think about something that has been weighing your emotions down. Consider how short life is and how you can possibly change that situation from negative to positive. In your logbook, write a paragraph about how you have chosen to see it differently so that you can remain mentally strong.



### 33. Learning

Take time to think about your dreams and goals. In your logbook, write a paragraph on a skill that you can develop further to make sure you can reach your dreams and goals easier. Include a sentence on how and when you will start.



### 33. Body

In your logbook, write a paragraph about what you will do differently in the next thirty days to build your physical toughness, if possible.



### 34. Sector orientation

Do some research into the sectors of the economy and find out which skills are in highest demand. In your logbook, write a paragraph about how you went about doing the research and which sector seems to suite you best at this stage.



### 35. Sector specialisation

Think about a sector that you are passionate about and that is in demand. In your logbook, write a paragraph about which further skills you can learn, how you are going to learn them and when you are going to learn them.



### 37. Sector diversification

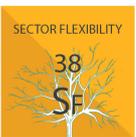
Think about a few different sectors that you have passion and skills for. In your logbook, write a paragraph about the skills you would need to move from one sector to another.

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### 38. Sector flexibility

Think about new skills that are needed in the sector you are most passionate about. In your logbook, write a paragraph about these new skills and how you will go about learning them. Also include a sentence on when you will begin.

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### 39 Self research

Look at your employability report and the scores you gave yourself for the categories and skills. In your logbook, write a paragraph on where you think your greatest strengths are and also your current weaknesses. Include a sentence on how you are working to address your weaknesses.

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### 40. Work research

Identify a job that you love, that you can also be paid, that you can be good at, and that is needed in your community. Make a plan to get the job description for that job. In your logbook, write a paragraph about the skills and other requirements of the job.

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### 41. Personal branding

Think about the job you identified in your work research. In your logbook, write a paragraph on the things you will do to brand yourself and show that you are a good match for the job.

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### 42. Brand flexibility

Think about your current brand and about changing demands for your brand. In your logbook, write a paragraph on how the demand for your brand may be changing and what you are doing to respond to the changes.

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### 43. Batho pele

Think about the Batho Pele principles. In your logbook, write a paragraph about how you are already using these principles and putting people first in your daily life.

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### 44. Business acumen

Consider the need for organisations to focus on people, planet and profit. In your logbook, write a paragraph on how a organisation you are interested in is addressing all three of those levels. Include a sentence on how finances guide the productivity of the organisation.

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### 45. Workplan

In your logbook, write a paragraph on an objective you have for your career. Include the deliverables needed to achieve the objective and the activities needed to completed each deliverable. Include a sentence on how you will create daily checklists of tasks to ensure you complete your activities.

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### 46. Projects

Think about something that needs to be completed. Prepare a plan with the deliverables, time frames and resources needed. Follow the stages of a project to complete it. In your logbook, write a paragraph on how the project went and how you can do things even better next time.

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### 47. Needs analysis

Speak to people in your community and ask them what they believe some of their greatest needs are. Begin to build up a record to see if different people share the same needs. In your logbook, write a paragraph about one major need you have identified that it was a real need.

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### 48. SMART goals

Think about a goal that you are struggling to complete. Think about how you can make that goal more SMART. In your logbook, write a paragraph on the goal and how you have made it more specific, measurable, achievable, realistic and time-bound.

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49. Long-term goals

Write down one of your main goals for your career that is at least more than 5 years away. In your logbook, write a paragraph about why you have chosen it, when will you achieve it, and how will you achieve it. Make sure that your goal is SMART.



50. Medium-term goals

Write down one medium-term goal that will help you achieve your long-term macro goal. This goal will take between one and five years to complete. In your logbook, write a paragraph about how the medium-term goal will help you achieve the long-term goal.



51. Short-term goals

Write down a short-term micro goal that will help you achieve your medium-term goal. This goal should take less than a year to complete. In your logbook, write a paragraph about how the short-term goal will help you achieve the medium-term goal.



52. Goal flexibility

Think about a goal that you are really struggling to complete. Consider if there are other ways you can approach the goal to ensure you still achieve the results you want. In your logbook, write a paragraph about the challenge and how to change your goal while still working to achieve the best outcome.



53. Involvement

Do some research into events and online groups in the sectors you are in or are interested in. In your logbook, write a paragraph about one physical or online event that you will attend and how you will introduce yourself to others.



54. Network circles

Think about people closest to you in your network. In your logbook, write a paragraph about an example of support you get from your network and also how you provide support to your network.



### 55. Credibility

Think about how you are building credibility in your career. In your logbook, write a paragraph on how you are building credibility and what you will do next to build your credibility even further.

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### 56. Visibility

Think about how you are making your brand visible to those around you. In your logbook, write a paragraph about how you are making your brand visible and one new thing you will do to make it even more visible.

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### 57. Growth

Think about something in your career that is in the growth phase. In your logbook, write a paragraph about what you are doing to ensure you are growing in the best possible way and something new that you will do to ensure you are growing even better.

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### 58. Peaks

Think about the most recent time that you were celebrated for being good at something. In your logbook, write a paragraph about what it was and what you did to become so good at it. Also include a sentence on how you could get even better at it.

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### 59. Plateaus

Think about something in your career that has reached a plateau. In your logbook, write a paragraph about what it is and what you will do to get yourself out of your comfort zone. Include a sentence on when you will get started.

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### 60. Declines

Think about something that has been declining in your career. In your logbook write a paragraph on what that thing is and how you plan to make changes in that area. Include a sentence on what you will do next to get started.

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# SEED

