Transferable Skill Sets JETs Can Promote on Resume/C.V. and Applications:

1. **Classroom Instruction:**
   - Developing materials = research, know needs of target audience, adaptability & creativity
   - Preparing lesson plans = organization & time management, review & analysis
   - Working with faculty = team project planning
   - Planning activities = event management, fundraising (?), leadership

2. **Program Development & Management:**
   - Planning new lessons = developing and following a strategy; needs assessment
   - Researching information/resources = research & utilization
   - Developing a language club = management, leadership, initiative
   - Creating a sister-city initiative = evaluation, needs assessment, management
   - Interviewing/meeting with students = capacity building
   - Needs assessment
   - Coordinating events/visits = project management, time management, marketing
   - Writing brochures/preparing documents/developing materials = writing, editing, marketing, needs assessment, analysis & evaluation
   - Evaluating/presenting results = recommendation & best practices; program evaluation
   - Making recommendations/best practices
   - Working with challenging situations/environments/individuals = best practices, evaluation, project management

3. **Leadership/Public Speaking/Presentations:**
   - Assessing your target audience needs to acquire specific information & ideas = needs assessment, SWOT, recommendations/best practices
   - Multi-lingual communication & sensitivity = cross-cultural awareness, flexibility, capacity to work in challenging, unfamiliar environments
   - Technology use = training, technology use/capacity to acquire and utilize technology when relevant
   - Public relations/media/journalism/creative writing

4. **Counseling/Advising/Training:**
   - Multi-cultural sensitivity = capacity to adapt & connect
   - Ability to communicate needs/interests = information transition, analysis & evaluation
   - Developing and presenting materials/ideas = project management, marketing, training, debriefing, evaluation, information dissemination
   - Multi-lingual ability = capacity to train/acquire language as needed; use of language w/ key examples
   - “Hands-on” experience & knowledge = practical experience/field experience, transition from classroom to boardroom, etc.
   - Public relations = media “savvy”

For more information, please visit our website [www.miis.edu](http://www.miis.edu) or contact us at admit@miis.edu.
Networking for Introverts  www.job-hunt.org

The following 15 pointers will help you navigate networking events more successfully.

1. Find out in advance, if possible, who else will be there. You can deliberately seek out people you’re most interested in talking with. Consider contacting them ahead of time to arrange to connect in person while you’re there. This strategy is useful for everyone, but it especially allows introverts to use their time most efficiently.

2. If you’re uncomfortable approaching someone directly, ask the host or organizer to make introductions.

3. Volunteer to participate on the welcoming committee – having a specific function makes it easier to talk to people and gives you a purpose as you attend to the needs of other guests.

4. Prepare general conversation starters and questions so you don’t have to come up with ideas off the cuff.

5. Prepare (and practice) your own brief introduction (this will vary depending on the kind of event you’re attending and the reason you’re there, e.g., what you say at a relative’s wedding will be different from what you’ll say at a professional conference).


7. Arrive early before crowds have arrived – this helps introverts manage energy drain and helps people who are shy find others to talk with before little groups have formed.

8. Bring a friend – knowing there’s someone in the room who will always be happy to include you in a conversation can take the pressure off. If the friend is more of an extrovert, he or she may help make introductions for you.

9. Listen. Introverts usually have good listening skills – use them to engage others in conversation and identify their needs. Apply small talk as a means to initiate the conversation in the first place and open the door to a deeper discussion, which may occur at a later date. Remember that you can make as much of a favorable impression by giving others the spotlight as you can be being a scintillating conversationalist.

10. Don’t try to talk to everyone there – instead, set a goal, some number of people that you think you can reasonably talk with, and consider the event successful if you meet that goal.

11. Take breaks to recharge your batteries, if you need to.

12. Seek out others who are on the fringe, looking in. They may be shy or introverted and will often welcome having you take the initiative.

13. Disengage by sincerely telling the other person you enjoyed your conversation and asking for his or her card, and perhaps suggesting a follow-up conversation or simply encouraging the other person to call on you if you can be a resource in any way.

14. Leave early if your energy lags.

15. Follow up. Send an email or call the people you met and acknowledge the conversation you had, and perhaps send information or suggest resources in follow-up to what you learned about their needs or goals. You can also suggest an in-depth conversation over coffee or lunch.

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