### REQUIRED SKILLS FOR THE CHANGING WORKPLACE

As a result of recent technological advances, today’s workplace is a world-wide enterprise that requires flexibility, agility, and knowledge of peoples and cultures. Because social science majors require these competencies, social science graduates are uniquely prepared to enter the workplace in the 21st century.

Employment opportunities available to social science graduates are vast and diverse, therefore it can be difficult to know how best to prepare. We suggest you review the general competencies listed in this pamphlet to help you identify potential areas of focus. Then consider the following questions: What are my interests, strengths, and values as a social science student? How can I best demonstrate these skills on a resume? What opportunities will help me explain my strengths to employers and/or graduate school admissions committees?

Once you have identified areas you would like to enhance, begin to create an overall plan for your future success. Your plan could include courses you would like to take, opportunities you would like to pursue, or careers you would like to know more about. Utilize university resources to help you meet your goals. As you do this, strive to keep an open mind – sometimes the best career path is not the one you had originally anticipated.

<table>
<thead>
<tr>
<th>SKILLS FOR THE 21st CENTURY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ANALYZING, EVALUATING, AND INTERPRETING DATA</strong></td>
</tr>
<tr>
<td>Critical thinking skills are valuable in solution seeking situations. You can improve in this area by getting a minor or taking classes in Economics, Statistics, Mathematics, Philosophy, or Logic. We recommend taking Acct 200, Econ 110, Math 112, Poli 328, Stats 121, Psych 308 or any other course offered in your major that focuses on this skill.</td>
</tr>
<tr>
<td><strong>CREATIVITY &amp; INNOVATION</strong></td>
</tr>
<tr>
<td>With today’s worldwide market, employers will count on your innovation to create products that keep them competitive in the global market. Minors that may help you in this area are Art, Music, and RMYL. Look into taking some of the following courses: Hum 101, Tech 201,202; Eng 218R, 317, 318; Health 383; SFL 102, 110 or a philosophy class.</td>
</tr>
<tr>
<td><strong>TECHNOLOGY</strong></td>
</tr>
<tr>
<td>Because technology is heavily used in today’s workplace, you need to stay current with advances and creative in ways of applying them in the workplace. You might want to take Humanities Computing, Information &amp; Technology, and Linguistics Computing courses. Classes such as CS 100 or 142, Geo 212, 213, 217; Health 322, or Hist 434 can also help.</td>
</tr>
<tr>
<td><strong>TEAMWORK &amp; COLLABORATIVE SKILLS</strong></td>
</tr>
<tr>
<td>Learning how to work as part of a team is important. Collaboration is essential when working with coworkers and clientele. Ways you can improve your collaborative skills are by completing a Non-Profit, Strategy or Management minor; volunteering for career/major fairs; or by taking courses on diversity like: Busm 494R, or any other course offered in your major that focuses on this skill.</td>
</tr>
<tr>
<td><strong>LEADERSHIP</strong></td>
</tr>
<tr>
<td>Having effective leadership skills will increase your chances of advancing in the workplace. Good leaders have organizational, management, coaching, and interpersonal skills. You can develop these skills by getting involved in student clubs or student government; getting a Strategy or Non-profit minor; and taking OrgB 347 or RMYL 453, Orgb 321, Psych 330.</td>
</tr>
<tr>
<td><strong>GLOBAL UNDERSTANDING</strong></td>
</tr>
<tr>
<td>It is important to keep current on global issues. Successful participants in the global economy understand the role of the U.S. in the world as well as cultural values and traditions of other countries. To improve in this area, we suggest taking language courses, completing a TESOL minor, going on a study abroad, participating in an international internship, getting involved with the Peace Corps, or serving in the military. The following classes may also help: Anthro 101, Comms 352, Econ 110, Geog 120, Hist 304, Poli 150, Poli 170, and Soc 113, 323.</td>
</tr>
<tr>
<td><strong>EFFECTIVE ORAL AND WRITTEN COMMUNICATION AND PERSUASION</strong></td>
</tr>
<tr>
<td>Learning how to effectively communicate will help you present ideas with professionalism and articulation. Minors such as Editing or Communications may increase your ability in this area. The following classes may also help you polish your communication skills: I Sys 101, Comms 230, Engl 315, 316, 325, 326; TMA 150, 257; MCom 320, Psych 307, RMYL 453, and StDev 317.</td>
</tr>
<tr>
<td><strong>LEARNING AGILITY</strong></td>
</tr>
<tr>
<td>The changing workplace requires that employees continually learn new processes and information. Enrolling in technology related courses, attending professional conferences, and completing graduate work may help you grow in this area. We also suggest you take courses that hone your critical thinking skills.</td>
</tr>
<tr>
<td><strong>EXPERIENTIAL LEARNING</strong></td>
</tr>
<tr>
<td>If possible, we highly encourage students to participate in internships, mentored learning, volunteer work or other experiences. Departments or courses that currently offer elective credit for some of these experiences are Anthropology, Busm 494R., History, Political Science, Psychology, School of Family Life, and Sociology.</td>
</tr>
</tbody>
</table>

For more information or to discuss your specific needs, contact the Social Science Department.
Skills To Best Prepare You For Your Career

Something To Consider:
It is important to remember that there are more employment opportunities available for liberal arts majors than just in a specified field. Many liberal arts graduates are finding success in diverse professions because of the unique skills learned in their liberal arts program.

Skills Learned In Major:
- Ability to start and finish long-term projects and goals
- Collaboration and team work
- Decision-making skills
- Persuasive/creative thinking
- Presentation skills
- Reading and memorization skills
- Research and analytical skills
- Statistical analytical skills
- Statistical analysis and data management
- Understanding of cultures and people
- Written and oral communication

Other Skills Learned:
- Financial management
- Interpersonal skills
- Prioritizing
- Stress management
- Time management

Consider The Following As You Prepare For Your Career
- What is my desired work environment?
- What are my natural talents and abilities?
- What are my core motivations?
- Where do I want to live?
- Who do I know in this employment field?
- Will I be balancing work and family?
- How much am I willing to travel?

Personal Traits
In addition to gaining knowledge and skills that will help you in real world situations, you need to develop characteristics that will help you adapt to unexpected personal experiences and changes in the workplace. These are just some of those traits:

- Accountability
- Agility
- Balance
- Confidence
- Curiosity
- Flexibility
- Forward-thinking
- Goal Setting
- Hope
- Initiative
- Integrity
- Interpersonal Skills
- Persistence
- Problem-solving
- Responsibility
- Risk-taking
- Self-discipline
- Self-motivation
- Self-reliance
- Social skills
- Time Management
- Vision

Campus Links & Resources

Alumni Career Website
http://alumnicareers.byu.edu

Pre-Professional Advisement
3328 WSC (801) 422-3044
https://ppa.byu.edu

University Career Services
2410 WSC (801) 422-6535
http://ucs.byu.edu

Family & Social Services Internships
945 SWKT (801) 422-2168
fhssinternships.byu.edu

BYU
COLLEGE OF FAMILY, HOME, AND SOCIAL SCIENCES

THE WORLD IS OUR WORK PLACE:

New Skills for Careers in the 21st Century