

Acquiring necessary skills



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What if you don't have the necessary skills yet?

It's best to focus on the skills you do have and build on them. You can make a plan to acquire other skills as you go. Don't panic! Learn as you go.

Conducting a skills audit

Many women possess appropriate qualities and skills already, but are unaware that they do. For example, a position stipulates organisational skills—if you have ever helped run a sausage sizzle, a local fete or raffle, or if you take responsibility for family functions such as reunions or parties, then you meet those criteria.

Consider all your daily activities and identify the range of skills that such activities demonstrate. For instance, in the act of running a fundraising drive you are demonstrating skills in marketing, selling, promotion, public relations, delegation, recruitment and management of petty cash.

Develop your skills and networks

At conferences

- Directly approach people and introduce yourself.
- Ask questions.
- Make a contribution.
- Offer to do a workshop.
- If there aren't any, get some funding and run one yourself.

Through formal education

- TAFE
- university
- distance education

Through informal education

- workshops
- short courses
- books and journals
- reading or discussion groups

Courses and books to help develop your personal skills

There are many training courses and books available to help women who are interested in developing new skills in areas such as:

- improving self esteem and assertiveness
- effective listening and communication
- negotiation skills
- lobbying and media skills
- goal setting and planning
- time management
- understanding group dynamics
- achieving consensus
- management of an organisation and its legal structure
- meeting procedures
- chairing meetings
- public speaking
- reading and understanding a simple financial statement, budget and treasurer's report
- critical, analytical skills

(For information about networking, mentors and lobbying, see sheet 10 in this kit.)

'I don't consider lack of tertiary qualifications a problem. It is really what you are there for and what you have to offer ... There are a lot of issues that tertiary qualifications are irrelevant for ...'

Clare Petre

'It's who you are, what you've done and what you are prepared to do that counts.'

Judy Galloway

'I think it would be fantastic if there were some basic workshops ... not to turn you into an economist, but just on balance sheets and the financial aspects, and how to read that sort of stuff so that you can ask intelligent questions and at least have a feeling for it.'

Clare Petre

Farther information on training sources and resources

- Training is available through TAFE, community colleges, WEA, University Continuing Education, and Distance Learning through TAFE (OTEN) and some universities.
- The Vocational Education and Training Accreditation Board, NSW (VETAB) maintains a register of accredited courses and registered training providers.
- Local clubs, organisations, individuals and professional bodies often conduct training and seminar programs that are advertised locally.
- The Government sponsors programs such as the Dairy Research and Development Corporation's Dairy Women's Project and the Department for Agriculture's Piggery Women's Leadership Project.

