

As we start to look at ourselves in the mirror, it is important that no matter how long we serve, or the circumstance in which leave Her Majesty's Armed Forces, it is important that we reflect on what we have achieved and the skills that we have acquired during service. We will take a look at some of the transferable skills, that we have mentioned through the main document and gage this against our career and our (your experience), it does help to record your evidence of these skills in a short document.

Examples given are exactly that, use your experience of your situation, the list is not extensive and you may have others that you may wish to add.to your response you are looking to record using the STAR method:

**Situation, Task, Action, Result**

The reason for completing the exercise using this format and method is because there are many organisations out there that will use this framework during the interview process and speaking from experience of many interviews (DHL, Caterpillar, VANTEC amongst others), it is a framework worth understanding.

| SKILL (Soft / Hard) | SCENARIO  | (STAR) Situation, Task, Action Result |
|---------------------|---|---------------------------------------|
| Negotiating Skills  | Describe a situation in which you have had to negotiate a solution to resolve a situation, stakeholders both internal and external to your organisation.  |                                       |
| Problem Solving     | Give evidence to a situation / task either in work / on operations or external to work in your private life, where you have had to evaluate a problem and propose a solution.                   |                                       |
| Team Work           | Grade, Rank, Service irrelevant, give evidence describing a circumstance, where you have either had to work as part of team, or have been responsible as the team leader to resolve the issues. |                                       |

| SKILL (Soft / Hard)                                 | SCENARIO  | (STAR) Situation, Task, Action Result |
|---|---|---------------------------------------|
| Project Management                                  | Describe an event, situation, task where you have been directly responsible for the management of resources to deliver a desired outcome:<br>Scope, Benefit and Risk, People, Equipment, Finance, Logistics, Time Scales. |                                       |
| Leadership Quality and Ability                      | Regardless of your rank, describe a task and how you have led a team, how your style and influence directly affected the outcome in your workplace, or on operations.   |                                       |
| People Management Skills/<br>Emotional Intelligence | Describe how you have engaged with another person to help them with a situation they needed with and what the outcome was.  |                                       |
| Displaying Values                                   | Describe a situation where you have had to intervene, because you believed that the actions or opinions of another person or team were wrong.   |                                       |
| Experience  | Do you believe and can you describe a situation where you may choose to use your military approach to the workplace.  |                                       |

The main reason for the exercise is that we as members of Her Majesty's Armed Forces seldom speak of what 'I' achieved, always referring to the team, so we need to take a more inward reflection whilst completing this task.