



User Guide for Talented.

What is Talented.

It is an online platform that allows you to:

- Build a skills inventory to support growth and transformation
- Better understand the skills of each user and provide relevant job matching.
- A ready-made, easy to implement Learning & Development system

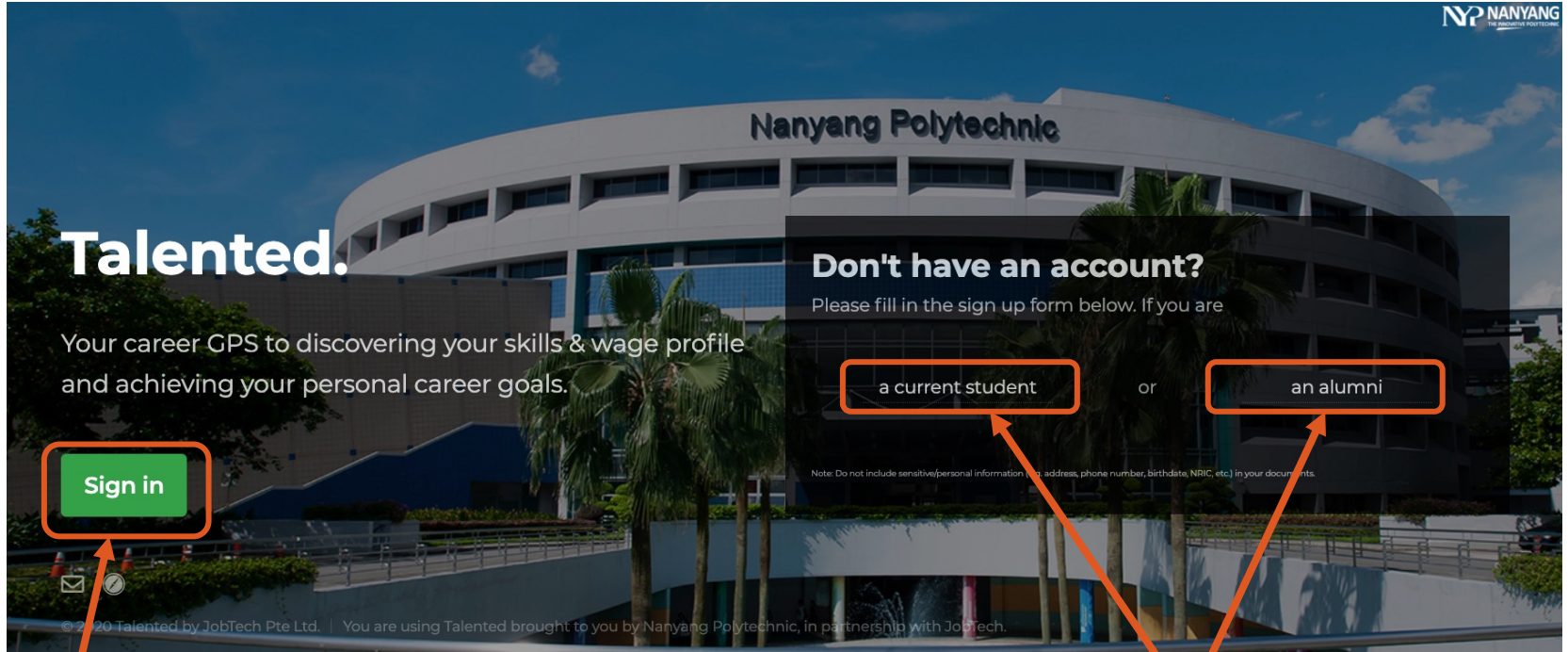
Outline.

1. Login
2. Skills Profiling
3. Skills review
4. Understanding your skills and developing them
5. Explore jobs and careers

1. Login

Login.

Link: <https://betalented.ai/nyp>



If you already have an account, please click “sign in” to login with your details.

If you have not yet registered, please click on either the “current student” or “an alumni” link to register for an account.


2. Skills Profiling

Get started.

Upon logging in, you will be prompted to upload your CV or select a pre-built job role. This allows us to better understand the skills which you have based on your experiences.

Good afternoon, Ailene.

Before we get started, we first need to understand you better and the easiest way is to upload your CV or any documents that best describe who you are, as a professional.



Choose how to build your profile today

Upload your CV

While we love to see creative CV formats, our engine is most accurate at reading CVs in .pdf, .docx, .doc, .html or .txt format.

Upload CV

Project Manager - Marine and Offshore

Project Manager - Built Environment

Project Manager - Logistics

Project Manager/Scrum Master - Infocomm Technology

Project Supervisor - Logistics

Psychologist - Social Service

Project Manager - Built Environment

Next

Get started.

Let's start by picking a job role. You can browse the dropdown selections or type in a keyword to reduce the number of choices. Once done, click 'Choose Role'

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Next

Get started.

A description of the job role is presented. If it is a good fit, click the green button. Otherwise close the window or click 'No, I'll pick a different role' to return

Senior Project Manager (Construction)/Project Manager (Construction) - Built Environment ×

The Senior Project Manager (Construction)/Project Manager (Construction) leads and monitors the execution of construction operations

He/She optimises project plans, leads constructability reviews for construction, installation and assembly of components, equipment and systems and completion activities

He adheres and monitors compliance to the relevant regulatory and legislative requirements

He oversees the implementation of sustainable engineering strategies, procedures and guidelines to promote a culture of continuous improvement

He communicates information in a clear and concise manner and interact proactively to obtain buy-ins of stakeholders

He possesses strong analytical, project management, problem-solving and decision-making skills

He works in a fast-paced work environment and has to travel occasionally to project sites

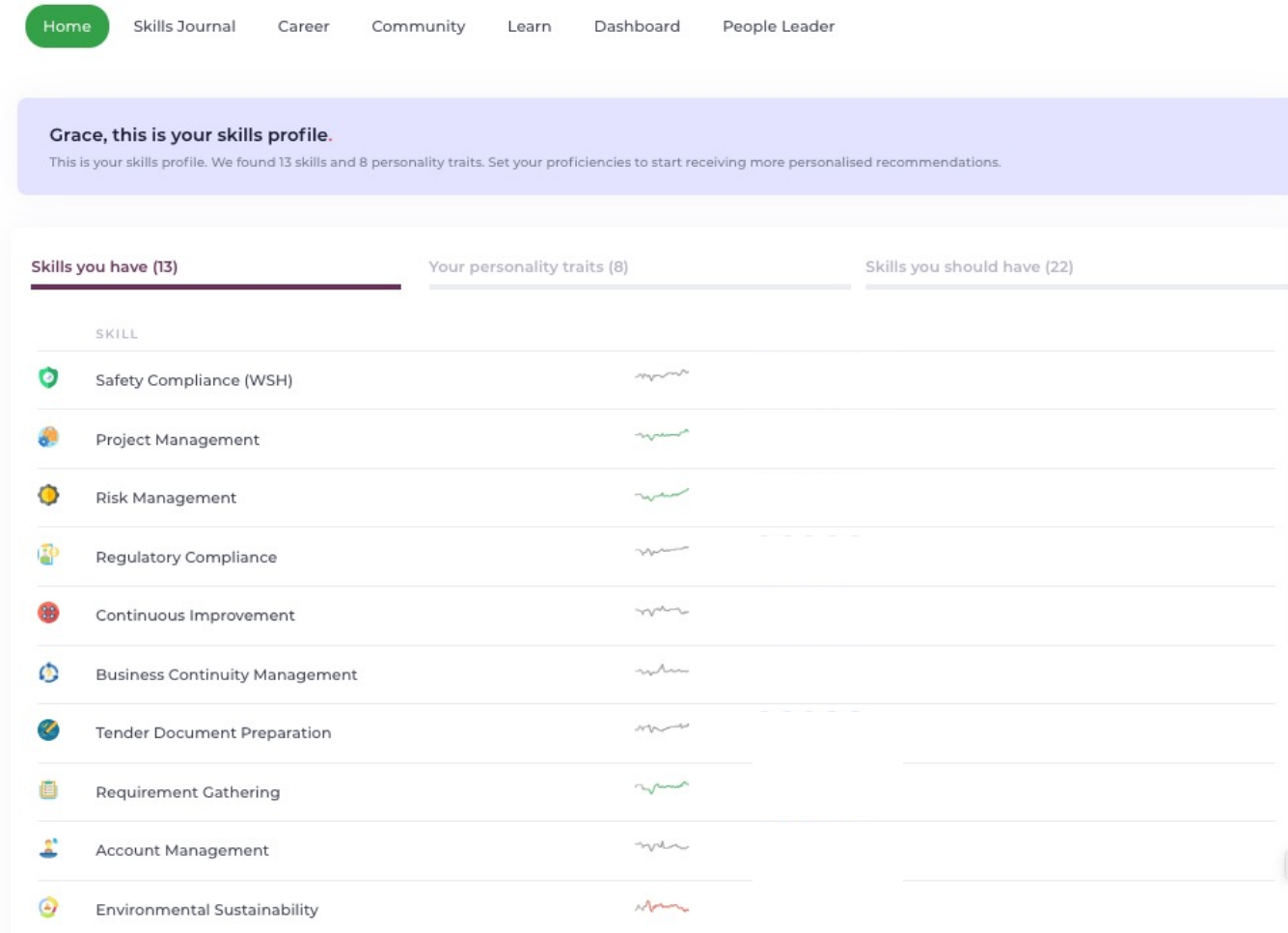


No, I'll pick a different role

Yes, this description suits me!

Proficiency rating.

The next step is to check the list of skills as well as personality traits associated with this role.



CV upload.

The alternate profile builder route is by CV upload. Click 'Upload CV' and choose the CV file to upload. There is no fixed template for the CV - info can be presented in any order.

Good afternoon, Ailene.

We want to recommend you jobs that meet your professional goals and provide learning opportunities to improve your skills.



 Choose how to build your profile today



Upload your CV

While we love to see creative CV formats, our engine is most accurate at reading CVs in .pdf, .docx, .doc, .html or .txt format.

UPLOAD CV



Or pick a job role

Create your profile by picking a job role closest to your current role.

Project Manager - Built Environment

NEXT

CV upload.

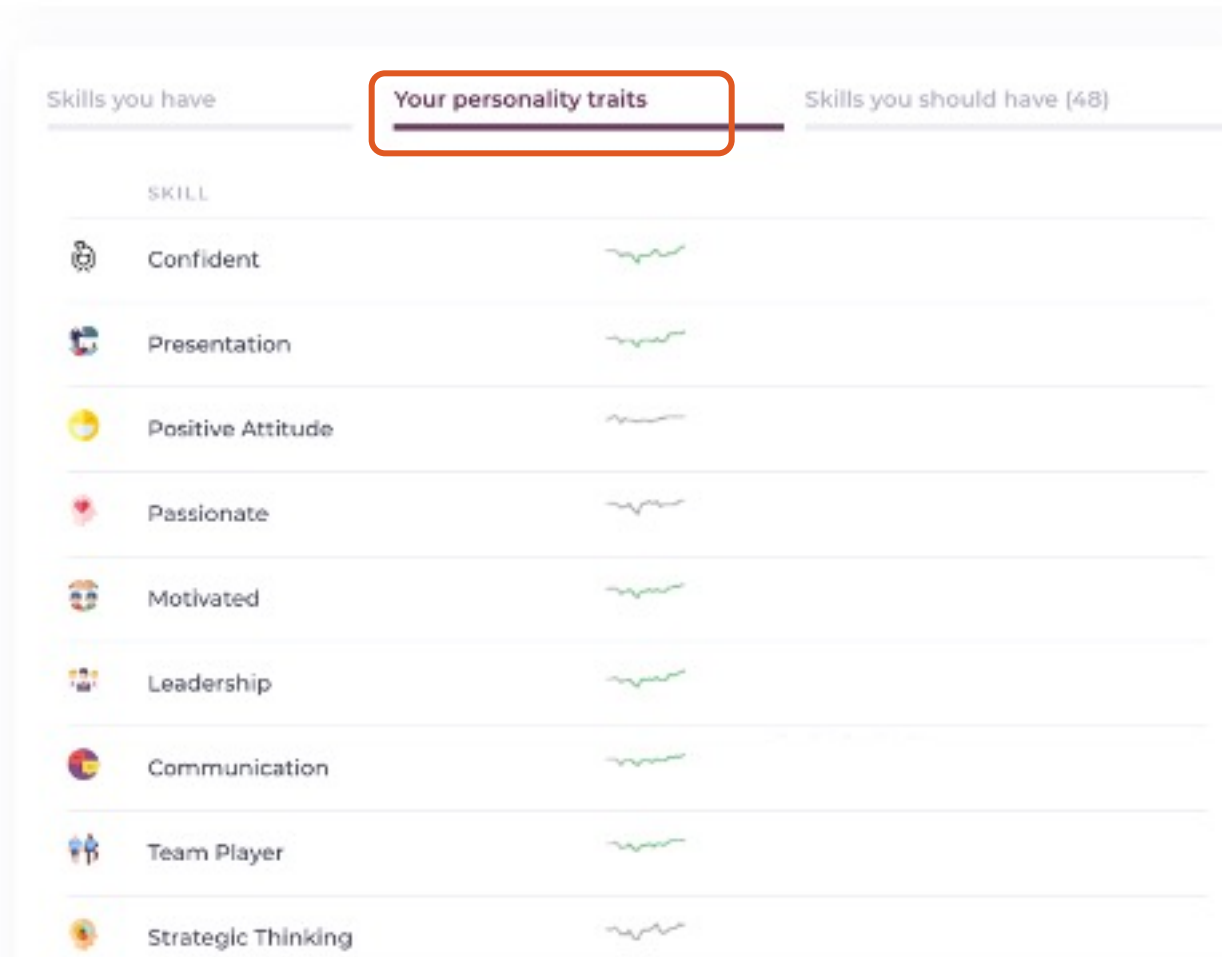
The next step is to check the list of skills extracted from your CV which you have just uploaded as well as personality traits associated with this role.

The screenshot shows a user interface for a skills profile. At the top, there is a navigation bar with buttons for Home, Skills Journal, Career, Community, Learn, and People Leader. Below this is a purple notification box that reads: "Grace, this is your skills profile. This is your skills profile. We found skills and personality traits. Set your proficiencies to start receiving more personalised recommendations." The main content area has three tabs: "Skills you have" (which is highlighted with a red border), "Your personality traits", and "Skills you should have (48)". Under the "Skills you have" tab, there is a table with the following data:

SKILL	
Marketing	
Advertising	
Teaching	
Social Media	
Product Launch	
Marketing Strategy	

CV upload.

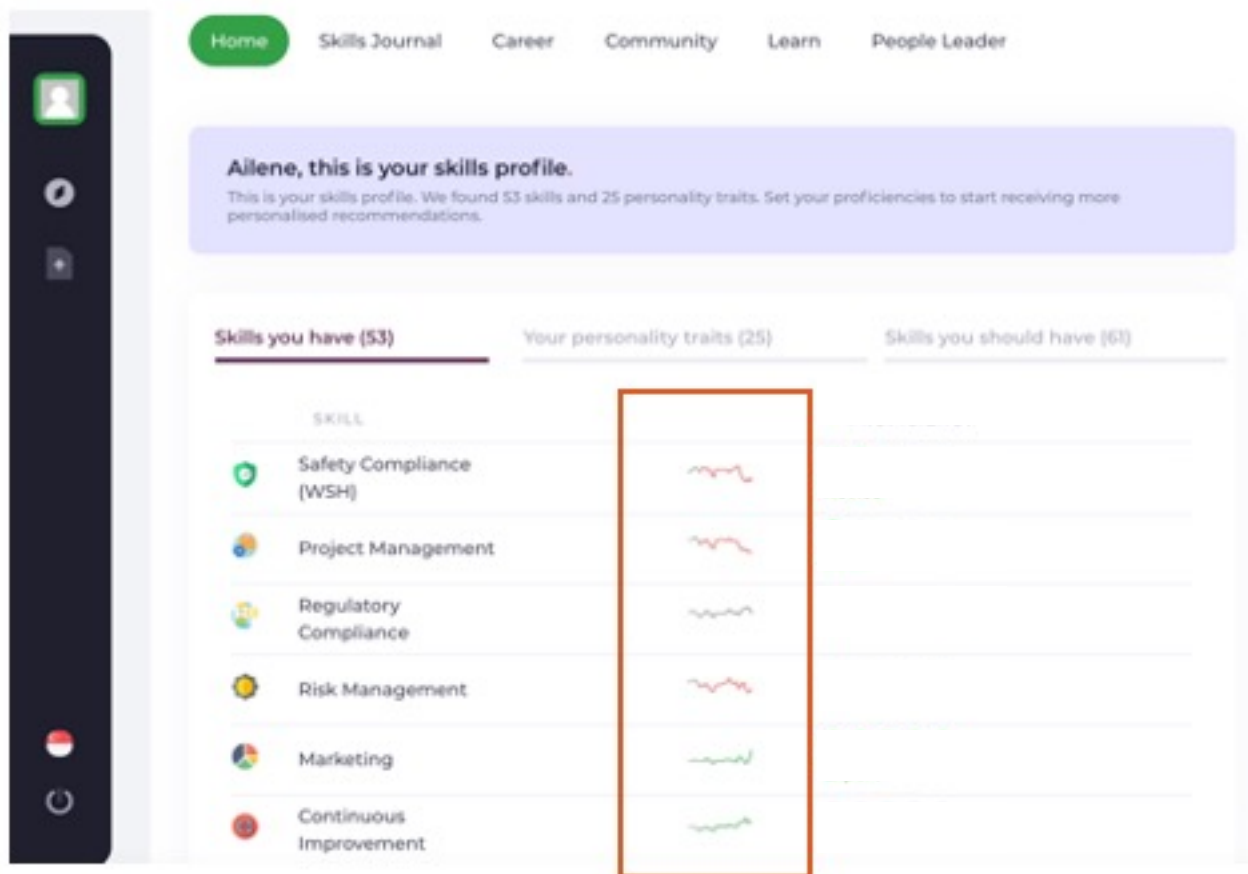
Personality traits are also extracted based on inferences of how phrases or sentences are written in the CV which you have uploaded.



3. Skills and Competencies review

Skills review.

Upon uploading your CV or selecting your profile, your skills will be analyzed and the system will auto-populate your skills on this page.



Next to each skill, you will see sparklines stating the trend of each skill. This indicates whether demand for the particular skill is stable, declining or growing respectively in the labour market

Sparkline legend:

Green line – Emerging/Growing skill

Red line – Declining skill

Grey line – Stable skill

Adding on skills that may not have been extracted.

Click on “Skills you should have” to view recommended skills. Clicking on the green “+” will enable you to manually add that skill into your profile.

The screenshot shows a user's skills profile page. At the top, there is a navigation bar with links for Home, Skills Journal, Career, Community, Learn, and People Leader. Below this is a purple banner that reads "Ailene, this is your skills profile. This is your skills profile. We found 53 skills and 25 personality traits. Set your proficiencies to start receiving more personalised recommendations." Below the banner are three tabs: "Skills you have (53)", "Your personality traits (25)", and "Skills you should have (61)". The "Skills you should have (61)" tab is highlighted with a red box. Below the tabs is a table of recommended skills. The table has two columns: "SKILL" and "ADD SKILL". The "ADD SKILL" column contains green buttons with a white plus sign. The first button in this column is highlighted with a red box. The skills listed are:

SKILL	ADD SKILL
addition and alteration	+
administrative reporting	+
analytical thinking	+
as-built drawing	+
autodesk civil 3d	+
below the line marketing	+
bim management	+

Skills journal – manually adding skill.

Home Skills Journal Career Community Learn Dashboard People Leader

Your Skills Journal

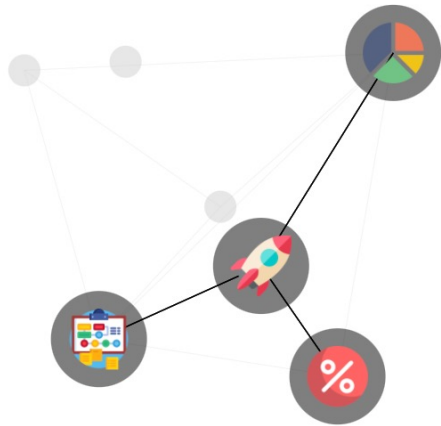
Current

Show skill gaps

Reset

+

Click on “+” to manually add skills.



Add a skill

There are about 5,000 skills overall. Search a skill by the name and find the most relevant one.

E.g. Python...

Close



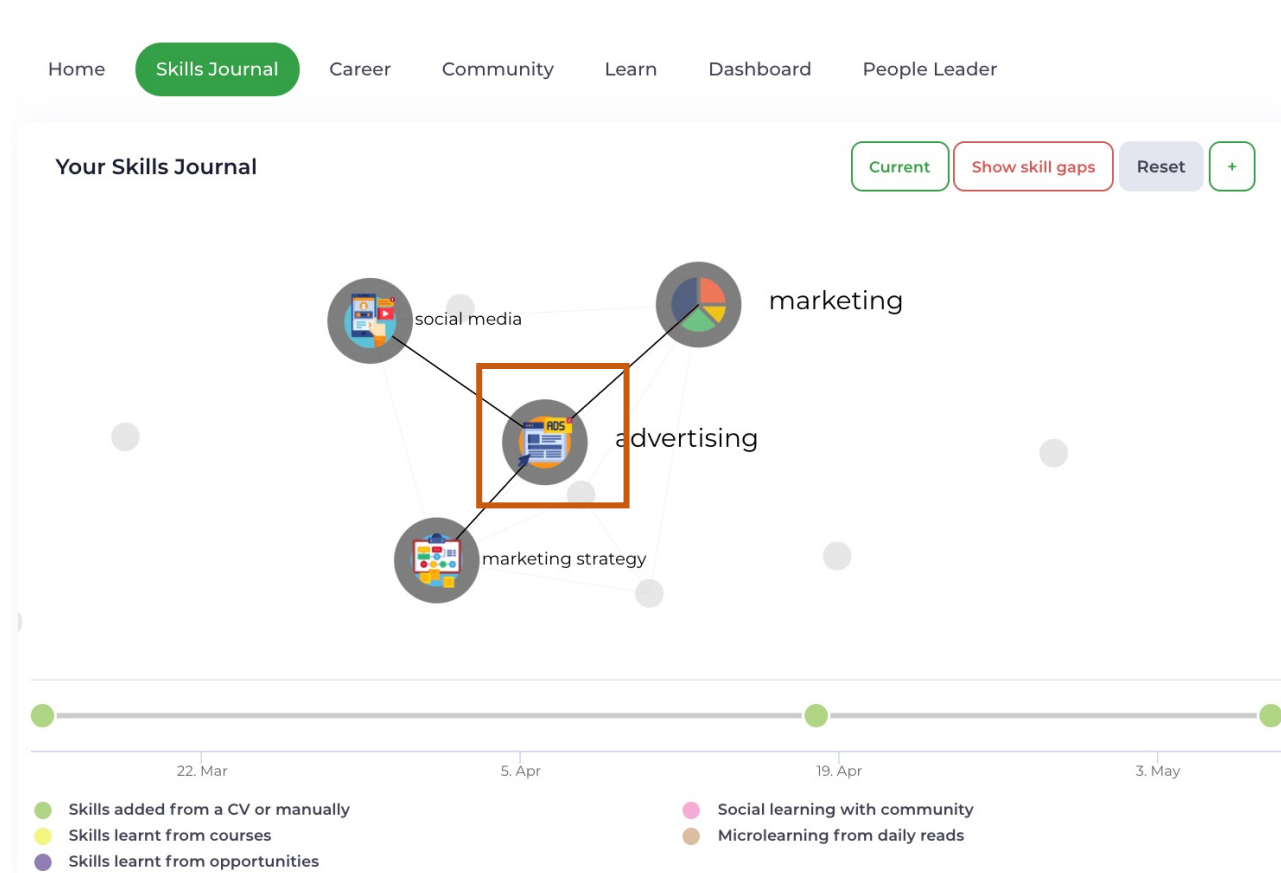
- Skills added from a CV or manually
- Skills learnt from courses
- Skills learnt from opportunities
- Social learning with community
- Microlearning from daily reads

Upon clicking the “+” button to manually add a skill, a modal window will pop up and you will be able to search for the skill based on keywords.

4. Understanding your skills and developing them

Skills Journal.

The skills journal is a graphical representation of your skills and the relationship between the skills. Clicking on the skills node will allow you to see the details of the skill as well as course recommendations on how to improve the proficiency of this skill.



The screenshot shows the 'advertising' skill detail page. At the top, it says 'advertising' with a refresh icon and 'added on 2021-05-09 from a CV/job role'. Below this is a vertical timeline with three entries: 'Apr 10, 2021 You added this skill manually', 'May 19, 2021 You added this skill manually', and 'Jun 5, 2021 You added this skill from a CV'. Underneath, it says 'These are the related skill in your profile' and lists 'marketing', 'marketing strategy', and 'social media'. At the bottom, there is a red box highlighting two course recommendations: 'How to improve proficiency? Bachelor of Arts (Honours) Marketing University of Stirling' and 'Bachelor of Business (Marketing) Swin University'. A 'Remove skill' button is located at the very bottom.

Your skills.

Clicking on the 'Show skill gaps' tab will allow you to see the skills which are recommended for you to learn based on your profile.

The screenshot displays the 'Your Skills Journal' interface. At the top, there is a navigation bar with tabs: Home, Skills Journal (highlighted in green), Career, Community, Learn, Dashboard, and People Leader. Below the navigation bar, the main content area is titled 'Your Skills Journal'. On the right side of this area, there are four buttons: 'Current' (green), 'Show skill gaps' (red, highlighted with an orange border), 'Reset' (grey), and a '+' icon (green). The central part of the interface features a network diagram of skills. The skills are represented by circular nodes connected by lines. The nodes are color-coded: green for skills added from a CV or manually, yellow for skills learnt from courses, purple for skills learnt from opportunities, pink for social learning with community, and brown for microlearning from daily reads. The visible skills in the network include: social media, advertising, marketing activation, marketing, marketing strategy, product launch, and sales. A legend at the bottom of the interface explains the color coding for the skill nodes.

Legend:

- Skills added from a CV or manually
- Skills learnt from courses
- Skills learnt from opportunities
- Social learning with community
- Microlearning from daily reads

Your skills.

Just like the 'skills' tab, the 'skills gap' tab provides recommendations on how to improve your knowledge of that skill which was recommended to you. Clicking on the course link directly takes you to the course website.

The screenshot displays the 'Skills Journal' interface. At the top, there are navigation tabs: Home, Skills Journal (active), Career, Learn, and People Leader. Below the navigation, the 'Your Skills Journal' section features a network diagram with nodes for 'marketing', 'social media', 'sales', and 'marketing plans'. A legend at the bottom left explains the color coding for skill acquisition: green for 'Skills added from a CV or manually', yellow for 'Skills learnt from courses', purple for 'Skills learnt from opportunities', pink for 'Social learning with community', and orange for 'Microlearning from daily reads'. To the right, a sidebar shows the 'TFI: 30' score and a message: 'Your score is satisfactory. Continue your progress by picking up new skills.' Below this, the 'marketing plans' skill is highlighted with a green 'I have this skill +' button. The sidebar also lists 'articles read', 'positions / assignments', and 'answered community queries', all with zero counts. At the bottom, it lists related skills: fundraising, sales, social media, and social media (facebook). A red box highlights the 'How to learn this skill?' section, which recommends the 'Bachelor of Business (Marketing)' from RMIT University, specifically the course 'DEVELOPING EFFECTIVE MARKETING STRATEGIES - REMOTE LEARNING' by SIM, with a 'Remove skill' button.

Search courses.

You may also search for courses directly via 'Learn' -> 'Courses'. Search for any course of your choice in the search bar below.

Home Skills Journal Career **Learn** People Leader

Learn in-demand skills

What do you want to learn today?

Your courses

COURSE TITLE	STATUS
DIGITAL MARKETING STRATEGY + IMPLEMENTING DIGITAL MARKETING CAMPAIGNS	Favourite
MARKETING ANALYTICS AND INSIGHTS	Favourite

10 Showing 1 - 2 of 2

People who are Marketing Executive took these courses

Sponsored
PRACTICAL MANAGEMENT SKILLS FOR THE EXECUTIVE AND SENIOR SECRETARIES
SIM
Course overview
As an important member of the team, an effective secretary must maintain high levels of service delivery to achieve the organisation's objectives. This programme highlights the importance of your role and aims to prepare you with the necessary information to handle your duties.
[Read More](#)

Sponsored
DIGITAL MARKETING STRATEGY + IMPLEMENTING DIGITAL MARKETING CAMPAIGNS
RMIT
Course overview
Why Learn Digital Marketing Strategy + CampaignsIn today's dynamic and ever-evolving digital age, it's crucial for businesses to generate brand awareness, engage with their audience, and generate revenue in order to achieve their organisational objectives. In order to ...
[Read More](#)


Accounting for Legal Executive Studies (Modular Unit stackable to Diploma in Legal Executive Studies) - (Classroom, Synchronous & Asynchronous)
Temasek Polytechnic
This subject provides an understanding of basic accounting concepts and processes, and their applications in businesses. It includes the double-entry system of bookkeeping, preparation of basic financial statements, accounting for cash as well as analysis of financial statements using ratios. It also ...
[Read More](#)

Executive Remuneration Management Level 5: Develop Strategies for Executive Compensation(Synchronous e-Learning)
HUMAN CAPITAL (SINGAPORE) PTE. LTD.
1. Define executive job roles and performance indicators
>2. Design and develop executive compensation programme
>3. Evaluate effectiveness of executive compensation programme ...
[Read More](#)

Favourite courses.

Clicking on the heart icon will allow you to save the course under your saved recommendations. You can always come back to view the course description later.


Home Skills Journal Career Community **Learn** People Leader



How to become Graphic designer,make graphic design portfolio
Fatima Khan

Welcome to the course on "How to become a Graphic Designer ,make graphic design portfolio" If you find yourself daydreaming about designs or creating designs in your spare time, then a career in graphic design may be for you.


[Read More](#)



47 Graphic Design Projects for Photoshop Beginners
Chris Parker

47 Graphic Design Projects for Photoshop Beginners Yes, you'll learn Photoshop and graphic design by doing. This Photoshop course will teach you how to use Adobe Photoshop & graphic design by doing actual, practical, real-world

[Read More](#)



{37} GIMP Essential Projects for Graphic Designers
Chris Parker

37 GIMP Essential Projects for graphic design (ers)! Yes, you'll learn GIMP and graphic design by doing. This GIMP course will teach you how to use GIMP & graphic design by doing actual, practical, real world graphic design projects! This is the

[Read More](#)

5. Explore jobs and careers

Search for opportunities.

Click on 'Career' → 'Search Opportunities' to view list of recommended career opportunities.

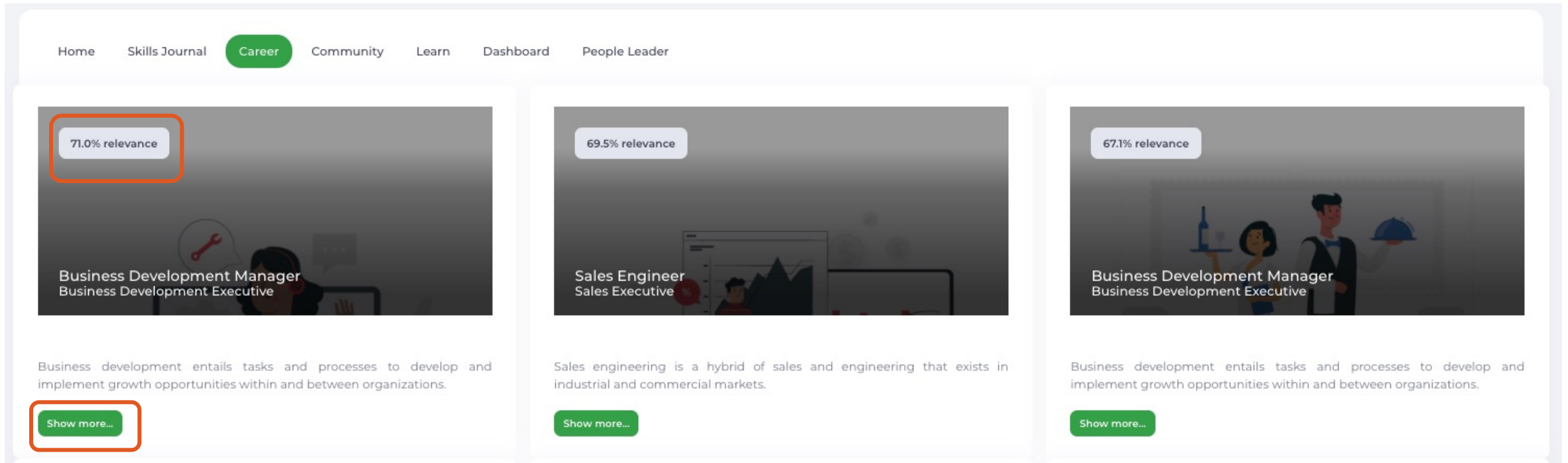
The screenshot shows a career portal interface. At the top, there are navigation tabs: Home, Skills Journal, Career (highlighted in green), Learn, and People Leader. Below the tabs, there is a search bar with the text "Find your dream role" and a search input field containing "Search job titles like data scient". To the right of the search bar, there is a location dropdown menu set to "Singapore" and a green "Find Now" button. A red box highlights the "Search opportunities" button in the top navigation area. Below the search bar, there is a list of job listings. The first listing is for "Clinical Service Associate" at PERSOLKELLY Singapore Pte Ltd. The second listing is for "Masseur (Non-Medical)" at DA HUA RECRUITMENT PTE. LTD. The third listing is for "Temp Pharmacy Assistant (3 months, 5.5 days, Office Hr, \$7/ Hr)" at PERSOLKELLY Singapore Pte Ltd. The fourth listing is for "Service Ambassador" at Pan Pacific Hotels Group. The fifth listing is for "Service Ambassador" at PAN PACIFIC HOTELS GROUP LIMITED. The "Service Ambassador" listing is expanded to show details. It includes a pink profile icon with the letter 'P', the company name "PAN PACIFIC HOTELS GROUP LIMITED", the date "24 Aug 2021", and the salary range "SGD 1.6K - SGD 2.4K". Below this, there is a red box highlighting the text "Excellent match" and another red box highlighting the text "food & beverage, efficient, wine service, observe high level of hygiene". At the bottom of the listing, there is a green "Apply on MyCareersFuture" button and a heart icon. Below the listing, there is a section for "Roles & Responsibilities" and "Primary Responsibilities".

For each of these jobs, you will see a match rating (eg. Excellent match) to tell you how good of a match you are to the role.

Below that, you will see the list of skills which the role requires. Skills in green represent the skills which you have.

Career Exploration.

Click on 'Career' → 'Career Exploration' to view list of potential careers you could move into based on the transferability of your current skills. The relevance score on each role shows how relevant your skills are with regards to the role you wish to explore.



Click on 'Show More' to explore the personalized training plan to help you move into this role.



Everyone is Talented.