

# Learner Handout - Process Automation Specialist



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| <b>Job Profile:</b>           | Process Automation Specialist  |
| <b>Role Description:</b>      | <p>Process Automation Specialists are recruited to develop, install, and maintain technologically advanced systems. They use a wide range of hardware and software tools to develop intricate procedures that boost productivity.</p> <p>Process Automation Specialist may be tasked with creating anything from industrial robots to control systems for manufacturing equipment.</p> <p>As a Process Automation Specialist, you'll be tasked with assisting in the design and development of automation solutions in addition to helping define the technology requirements and requirements for automation.</p> |
| <b>Competences Addressed:</b> | Virtual collaboration, coaching mindset, digital communication, drive to succeed, strategic problem solving  |
| <b>Key Skills:</b>            | <p>Technical skills: Knowledge of automation software, hardware, and other tools, as well as the ability to troubleshoot automation systems and diagnose and remedy automation issues, are examples of technical skills.</p> <p>Communication skills: Process Automation Specialists interact frequently with co-workers, clients, and customers to clarify automation processes and procedures, as well as with other automation specialists, engineers, and other professionals in the workplace.</p>  |

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|  | <p><b>Problem-solving skills:</b> Process Automation Specialists use their problem-solving skills to fix malfunctioning equipment and devise preventative measures against future breakdowns.</p> <p><b>Attention to detail:</b> Attention to detail ensures that process automation specialists adhere to the correct procedures and aids in identifying potential issues before they escalate.</p> <p><b>Ability to work with others:</b> Process Automation Specialists must be able to effectively communicate with their team members and collaborate to solve problems, as well as with clients, in order to comprehend their needs and develop automation solutions that meet those needs.</p> |
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**Personal Action Plan:**

**Individual's Name:** \_\_\_\_\_

**G: Goal - The Goal is the endpoint, where you want to be. The goal has to be defined in such a way that it is clear to you when you have achieved it.**

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**R: Reality - This is how far you are from their goal. If you were to look at all the steps you need to take in order to achieve the goal, the Reality would be the number of those steps you have completed so far.**

**Where do I want to be? – Long Term Goal**

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**Where am I now? – Reality**

**\*Education/Training History:**

**\*Career History:**

**O: Obstacles - There will be Obstacles stopping you from getting where you are now to where you want to go. If there were no Obstacles, you would already have reached your goal.**

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**Options, once the Obstacles have been identified, the ways of dealing with them are the Options.**

**\*What is stopping me from getting where I want to be? – Obstacles**

**What could I do? – Options**

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**W: Way Forward - The Options then need to be converted into action steps which will take you to your goal. These are the Way Forward.**

**Next Steps:**

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**How can I get there? – Way Forward Action Points**

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## Additional Learning Resources

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| <b>Title: 'What Is an Automation Specialist?'</b>           | Link: <a href="https://www.indeed.com/career-advice/finding-a-job/what-is-automation-specialist">https://www.indeed.com/career-advice/finding-a-job/what-is-automation-specialist</a>                       |
| <b>Title: 'How to start a CAREER IN PROCESS AUTOMATION'</b> | Link: <a href="https://www.linkedin.com/pulse/how-start-career-process-automation-hottest-new-tony-walker/">https://www.linkedin.com/pulse/how-start-career-process-automation-hottest-new-tony-walker/</a> |

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| <b>Title: 'Process Automation Specialist (Super badge) : Automate Opportunities'</b> | Link: <a href="https://www.youtube.com/watch?v=KrTwCYtc7VE">https://www.youtube.com/watch?v=KrTwCYtc7VE</a>   |
| <b>Title: 'Automate Opportunities   Process Automation Specialist   Salesforce?'</b> | Link: <a href="https://www.youtube.com/watch?v=l-Bjo6bDwYI">https://www.youtube.com/watch?v=l-Bjo6bDwYI</a>   |
| <b>Title: 'Automation Specialist Job Description'</b>                                | Link: <a href="https://www.velvetjobs.com/job-descriptions/automation-specialist">https://www.velvetjobs.com/job-descriptions/automation-specialist</a>             |
| <b>Title: 'RPA Developer Salary, Roles and Responsibilities'</b>                     | Link: <a href="https://www.simplilearn.com/tutorials/rpa-tutorial/rpa-developer-salary">https://www.simplilearn.com/tutorials/rpa-tutorial/rpa-developer-salary</a> |