

# IDENTIFYING TRANSFERABLE SKILLS IN CAREER PLANNING

## **GOAL:**

- To identify transferable skills.
- To practise answering skill related interview questions.

## **MATERIALS NEEDED:**

A small ball. Copies of *My Skills Worksheet* for each participant.

## **METHOD:**

### **Warm-up: Name Game**

Ask participants to say their name and something they like that begins with the same letter as their name. Then tell each succeeding person to repeat the names and objects of the people before them.

### **Exercise 1: Skills**

Throw a ball in the air and catch it. Ask who can do it? Have everyone catch the ball and throw it back to coach. Point out that catching a ball is a skill. Look at the steps involved in catching a ball. Pretend to be a one-year-old catching a ball. Ask group what happens if the steps are out of order?

### **Questions to consider:**

How do you know when you have a skill?

How do you feel when you have a skill?

How do you feel when you improve a skill?

How do you feel when you don't have a skill you need?

What do you do to improve a skill?

**Theory:** Ask the group to consider the following:

- **Define the word "skill".**  
A skill is something you can do, that you do fairly well.
- **How many skills does the average person have?**  
A person has on the average 500 skills, many of them are so much a part of our nature that we are hardly aware of them.
- **How do you know your skills?**  
Out of every activity that you do and do well, you can identify skills.  
Make a list of them.
- **Why do you need to know your skills?**  
To help set your goals, to help you answer certain interview questions.  
You need to be prepared to tell the employer what you can do for him/her.

**Exercise 1: Identifying Job Skills**

Write WAITER on the flipchart. Have the group think of the skills of a WAITER. Encourage detail (eg. math skills, people skills, etc.) Then cross out WAITER and write MANAGER at the top. Ask group if this new job title fits?

Explain that many skills learned in one job can be transferred to another job. Also many skills we have developed in our personal lives can also be transferred.

## **Exercise 2: My Skills**

Hand out ***My Skills Worksheet***. Have participants write names of particular jobs, hobbies, or school at the top and then check off the appropriate skill. Then go back over the list and prioritize the three top skill areas.

In a round robin ask each person to say

**"I am skilled at....."**

Divide the group into dyads to help each other identify skills needed for a career they are interested in.

Ask each participant to write out an answer for the interview question

**What skills do you have that relate to the job?**

Remind participants to give proof for each skill.

In dyads (one person being the employer and the other applicant) invite participants to role-play that particular question. Ask the group for feedback on each role-play.

In round robin, participants will say whether or not they learned that they have new or additional skills.

### **CREDIT:**

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# MY SKILLS WORKSHEET

## Number Skills

	Job	Hobby Interests Personal	School Education
Use numbers	_____	_____	_____
Count things	_____	_____	_____
Keep track of things	_____	_____	_____
Measure	_____	_____	_____
Estimate size, length of things	_____	_____	_____
Budget money	_____	_____	_____
Work with cash	_____	_____	_____
Use adding machine	_____	_____	_____
Use cash register	_____	_____	_____

## People Skills

Teach others	_____	_____	_____
Encourage others	_____	_____	_____
Answer questions	_____	_____	_____
Listen well	_____	_____	_____
Organize people	_____	_____	_____
Give information	_____	_____	_____
Make others comfortable	_____	_____	_____
Make friends easily	_____	_____	_____
Develop trust	_____	_____	_____
Handle complaints	_____	_____	_____

## Manual Skills

Design things	_____	_____	_____
Assemble things	_____	_____	_____
Lift	_____	_____	_____
Balance	_____	_____	_____

**Manual Skills Cont)**

Job                      Hobby  
                                 Interests  
                                 Personal      School  
                                                      Education

Handle	_____	_____	_____
Wash things	_____	_____	_____
Operate Tools	_____	_____	_____
Fix things	_____	_____	_____
Type	_____	_____	_____

**Detail Skills**

Follow instructions	_____	_____	_____
Finish things	_____	_____	_____
Make plans	_____	_____	_____
Work quickly	_____	_____	_____
Use my memory	_____	_____	_____
Sort material	_____	_____	_____
File material	_____	_____	_____

**Communication Skills**

Use the telephone	_____	_____	_____
Write stories, poems	_____	_____	_____
Read a lot	_____	_____	_____
Edit, change things	_____	_____	_____
Compose music	_____	_____	_____
Speak well	_____	_____	_____
Speak a foreign language	_____	_____	_____
Report accurately	_____	_____	_____
Write well	_____	_____	_____
Write letters	_____	_____	_____

Job	Hobby Interests Personal	School Education
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**Analytical Skills**

Use my memory	_____	_____	_____
Observe people, things in detail	_____	_____	_____
Hear well	_____	_____	_____
Learn quickly	_____	_____	_____
Evaluate	_____	_____	_____
Solve problems	_____	_____	_____
Troubleshoot	_____	_____	_____
Make decisions	_____	_____	_____
Ask questions	_____	_____	_____
Gather information	_____	_____	_____
Use computer	_____	_____	_____

**Artistic Skills**

Express myself	_____	_____	_____
Create original things	_____	_____	_____
Map, draft	_____	_____	_____
Make things	_____	_____	_____
Write poetry, plays	_____	_____	_____
Direct stage plays	_____	_____	_____
Know music	_____	_____	_____
Act	_____	_____	_____
Get up in public	_____	_____	_____
Demonstrate, model	_____	_____	_____
Make others laugh	_____	_____	_____

Job	Hobby Interests Personal	School Education
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**Leadership Skills**

Start a project	_____	_____	_____
Take responsibility	_____	_____	_____
Organize my time	_____	_____	_____
Act immediately	_____	_____	_____
Take risks	_____	_____	_____
Get others to do things	_____	_____	_____
Supervise others	_____	_____	_____
Co-operate	_____	_____	_____
Set schedules	_____	_____	_____
Make recommendations	_____	_____	_____
Develop ideas	_____	_____	_____