

Transferable Skills

Transferable Skills are those which one will learn and apply in many different activities. These activities may be job-related, extra-curricular, education-oriented, or social. Potential employers are searching for employees who possess many skills which can be helpful in different situations.

Communication

This is the skillful expression, transmission and interpretation of knowledge and ideas. It involves speaking, writing, listening, providing appropriate feedback, negotiating, reading nonverbal communication, reporting, and interviewing.

Research and Planning

This is the ability to search for specific knowledge and conceptualize future needs and solutions for meeting those needs. It involves identifying problems, gathering information, setting goals, analyzing, and developing strategies.

Human Relations

This is the use of interpersonal skills for resolving conflict, relating to, and helping people. It involves being sensitive, listening, motivating, cooperating, and representing others.

Organization, Management and Leadership

This is the ability to supervise, direct and guide individuals and groups in the completion of tasks and the fulfillment of goals. These involve initiating new ideas, handling tasks, managing groups, teaching, coaching, decision making, and managing conflict.

JOB CREDENTIALS

CREDENTIAL – experiences that make you better qualified to do a job. It can be a document, reference, or experience that recommends and qualifies you for a job.

Examine the list below and mark an “X” beside those items which would be considered a credential for a job at a newspaper.

- Valid driver’s license
- Ability to type 60 words per minute
- Bronze Cross in swimming
- bi-lingual
- 1st place in a local photography competition
- skilled carpentry certificate

Examine the list below and mark an “X” beside those items which would be considered a credential for a job at a travel agency.

- member of the UN club
- experienced traveler
- valid passport
- award-winning chef
- management experience
- completion of a baby-sitting course

On a separate piece of paper make a list of any credentials that you possess.

List some credentials you wish to gain before you finish high school.

Transferable Skills Activities (58 marks)



1. Fill in the following chart (15 marks):

Skills	Do I Have This Skill?	How Much Do I Want to Improve this Skill?	What can I do to Develop this Skill?
Using a planner			
Keeping my clothes organized			
Being adaptable			
Remembering due dates			
Having initiative (doing things without being asked)			

2. Read page 65. Define “employability skills.” What are the three categories? (2 marks)

3. Read page 66. Under each of the three categories of employability skills, there are certain skills which employers look for. What are these skills? (7 marks)

Academic Skills –

Personal Management Skills –

Teamwork Skills –

4. Examine the charts on pages 68-69 and answer the following:

a) How do schools help you improve your communication skills? How will these skills be transferred into the workplace? (2 marks)



b) In what ways are time management skills improved in the school? (1 mark)

c) What skills from the list do you want to improve this year and for what reason? (4 marks)

5. Read Wilton's Story on page 71-72. Answer questions 1 and 2 on page 72. (3 marks)

1./

2./

6. Read page 72. Define "personal management skills." (1 mark)

7. Read page 73. Define "time management." On a scale of 1-10 (1 being poor, and 10 being excellent) rate your time management skills. Why did you give yourself this rating? (4 marks)

8. Complete the following chart regarding how you spend your time each day (10 marks):

Activity	Amount of time spent on activity (ex. 30 min.)	Was the activity urgent, important, or neither?

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9. Read page 76. Define "organizational skills." What things do you do on a daily basis to keep yourself organized (for example: using a planner). (3 marks)



10. Read pages 78-79. Define "stress management." (1 mark)

11. Complete the activity on page 79 – you may need to attach a separate sheet of paper. (5 marks)

TELLER**Pros**

Works well when the leader is an “expert” and those in group are not
 (e.g., Lifeguard needs to make quick decisions and control situation;
 Little time wasted)

Cons

Doesn't work if leader is not an expert
 Those being led may not feel respected, or feel controlled

DELEGATOR**Pros**

No one person is overburdened with tasks
 The team takes ownership of the task

Cons

One weak link can let the entire team down
 Control is out of the hands of the leader

PERSUADER**Pros**

Team members opinion is valued, members feel valued
 Leader can be inspirational

Cons

Process can be lengthy
 May not be able to persuade all members

CONSULTANT

Pros Ensures everyone's opinion is heard
 Hasty and/or poor decisions are avoided

Cons

What if consensus can not be reached?
 Process can be lengthy

JOINER**Pros**

Good leading by example
 Little wielding of power over team

Cons

Can lose effectiveness as captain
 Team can lose focus or direction

