

1. Transferable Skills:

What Are Soft Skills – You Tube video (2 min)

<https://www.youtube.com/watch?v=Tiy2LONr050>

2. Hard Skills vs. Soft Skills infographic

<https://www.businessphrases.net/wp-content/uploads/2016/02/Hard-skills-vs-soft-skills-Infographic.pdf>

- explain the difference
- discuss the importance of transferable (soft) skills in careers

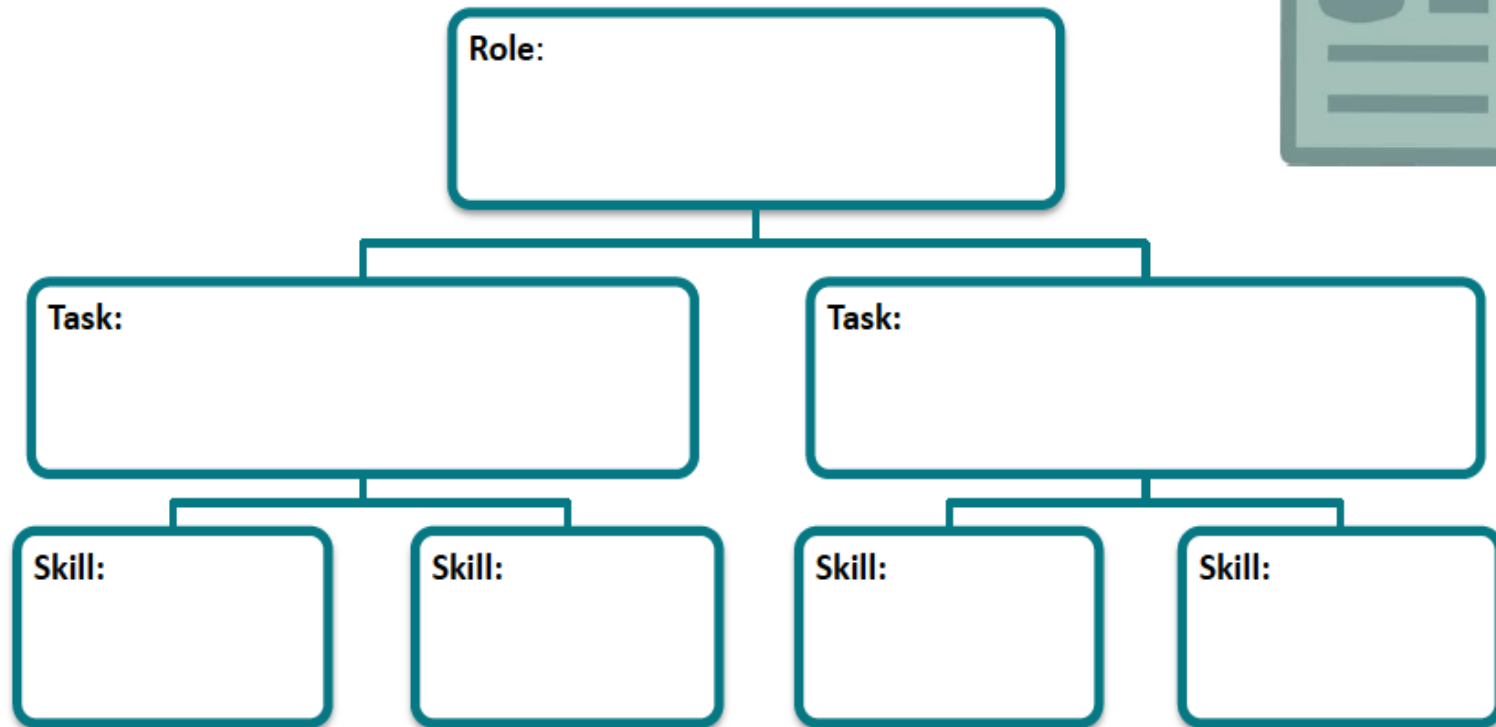
3. Activity

Identify transferable skills and complete graphic organizer
-a list of transferable skills can be used with this exercise

Assessment: completion mark



TRANSFERABLE SKILLS STUDENT ACTIVITY



Transferable skills are skills that transfer from one environment to another, such as extra curricular activities, home, school, volunteering etc.

*Think about a role you have (or had). What are your tasks? What skills did you gain from those tasks?

e.g.

Role: Lunch monitor in elementary school

Task: Ensuring students followed lunch eating rules of the school.

Skills: Punctuality, Communication (verbal and listening), Problem-Solving (resolve conflicts respectfully)

List of Important Transferable Skills:

- Written and spoken communication
- Problem solving
- Critical thinking
- Interpersonal relationship building
- Time management skills
- Team work
- Ethical and professional attitude
- Initiative
- Self-motivated with a strong sense of responsibility
- Able to work under pressure and meet deadlines
- Flexible and adaptable

List a few of your Transferable Skills, here are a few additional examples:

- Plan and arrange events and activities
- Delegate responsibility
- Motivate others
- Attention to visual detail
- Assess and evaluate my own and the work of others
- Deal with obstacles, crises / troubleshoot
- Multi-task
- Present written material
- Present material orally
- Manage time effectively
- Repair equipment or machinery
- Keep records / finance / budget
- Handle complaints / customer service
- Coordinate fundraising activities
- Coach
- Research
- Build or construct
- Design buildings, furniture, historical archives (scrapbooking)
- Manage finances
- Speak a foreign language (specify languages)
- Use sign language
- Utilize computer software (specify programs)
- Train or teach others
- Identify and manage ethical issues

Transferable Skills

Social and Emotional Competencies

1 Physical Presence/Appearance

- Attendance/presence
- Be punctual
- Dependable/reliable
- Dress appropriately for the job
- Personal Hygiene Grooming

2 Attitude

- Body Language
- Positive mindset about life
- Positive attitude towards co-workers
- Demonstrates self-confidence

3 Work Ethic

- Takes ownership of learning
- Willingness to learn new things
- Volunteers for various tasks
- Meets deadlines
- Strives to reach 95% of quality/mastery

4 Communications

- Verbal
- Written
- Body Language
- Listening
- Language

5 Teamwork

- Respectful of others
- Interacts appropriately with peers
- Cooperates with others
- Manages challenges
- Trains/helps others

6 Work Behavior—Part I

- Prepared to work each day
- Focus on task
- Demonstrates task follow-through
- Completes repetitive but necessary tasks
- Ask appropriate and timely questions
- Follows directions
- Organizes work space
- Prioritize and schedule responsibilities

7 Work Behavior Part II

- Seeks and recognizes work to be done
- Demonstrates flexibility and adaptability
- Exhibits a "pride in workmanship" by demonstrating willingness to do a job/project/assignment as many times as it takes to do the job well.
- Works well unsupervised and independently
- Manages time effectively
- Keeps track of all assignments due/missed, and makes up assignments in a timely fashion, without having to be repeatedly reminded.
- Accepts correction and direction from supervisor

8 Leadership

- Plans project
- Assigns tasks
- Motivates team
- Corrects team member in a sensitivity manner
- Respects beliefs, opinions, and rights of others

9 Character Development

- Loyal to employer/instructor/class
- Demonstrates honesty and integrity in all actions
- Acts in a moral fashion
- Adopts a personal vision for the future which includes life-long learning.

10 Judgment

- Demonstrates safe work behavior
- Demonstrates problem solving
- Demonstrates good decision-making skills
- Manages stress
- Understands and knows how to utilize the "chain of command."
- Evaluate work quality against standards
- Respects facilities, takes care of tools, equipment, and environment