

Module: Career Planning

Lesson Title: Transferable Skills

Standards

| Florida Adult Basic Education Career Planning Standards | Level Expectation |
|---|-------------------|
| CP.ABE.02 Identify interest, skills, and personal preferences that influence career and education choices. | NRS Levels 1 – 6 |

Interpreting the Standard

| 1 Standards | 2 Skills Included in the Standard | 3 Concepts Included in the Standard | 4 Through a Particular Context | 5 Cognitive Demand/Levels of Thinking | 6 Sample Activity |
|--|---|--|---|--|---|
| Identify interests, skills, and personal preferences that influence career and education choices. | Identify | interests, skills, and personal preferences | print and internet | DOK 2 | Identify interests, skills, and personal preferences that influence career and education choices. |

Objectives of the Lesson

Students will:

- Understand that some skills and knowledge will be taught in a classroom or on-the-job training. Other skills, usually soft skills, are learned in the everyday environment.
- Brainstorm a list of activities students could include on a resume.

Materials

- Student handout included in this lesson.

Optional Videos:

- What are Transferable Skills? (1:01 min video) <https://www.youtube.com/watch?v=NE0IFGBK2kM>
- From Sports to Work (5:01 min video) <https://www.youtube.com/watch?v=I6ObF118frU>
- Transferable Skills: (2:34 min video) https://www.youtube.com/watch?v=kJJOw_GtNGo

Instructional Plan

Overview

In this lesson, students will become aware of everyday tasks that prepare the student for the world of work.

Process

1. Discuss skills employers are looking for in employees. According to the 2013 National Association of Colleges and Employers (NACE) Job Outlook Survey, the top 10 qualities/skills employers seek are transferable skills:

1. Ability to work in a team structure
2. Ability to verbally communicate with persons inside and outside the organization
3. Ability to make decisions and solve problems
4. Ability to obtain and process information
5. Ability to plan, organize, and prioritize work
6. Ability to analyze quantitative data
7. Technical knowledge related to the job
8. Proficiency with computer software programs
9. Ability to create and/or edit written reports
10. Ability to sell or influence others

2. Discuss the definition of transferable skills.

Transferable skills are aptitude and knowledge acquired through personal experience such as schooling, jobs, classes, hobbies, sports etc. Basically, any talent developed and able to be used in future employment. For example, a transferable skill applied to a business could consist of parenting skills in the opening of a preschool.

2. Review and explain the handout with students (attached). Ask students to cite examples of the skills sets using an everyday task.

3. Select a task based on your students; some examples are planning a birthday party, changing a tire, purchasing and installing an electronic device such as a DVR and/or being the choir director. Using the handout, have the students select the skills that are used in the everyday task.

4. Students complete worksheet.

Sample Debriefing Questions

1. **What are some skills that you do very well?**
2. **What are some skills that you need to work on? How will you go about getting more training or education for those skills?**
3. **Explain how are businesses started from hobbies?**

Modifications for Different Levels

Lower ABE levels: Read the worksheet to students

Assessments/Extensions

Assessments

There are several options to evaluate your students. The final assessment and evaluation is the student's career plan.

Extensions

- Skills Profiler <http://www.careerinfonet.org/skills/>
Students can begin with their current career, or use the "start with your skills" option to select skills. At the end, you will have a skills profile that shows the skills you already have.
- SEEK Skills Assessment <http://www.iseek.org/careers/skillsAssessment>
Students rate themselves on skills and select an education goal. Then, the careers that match the skills that are important to the student are listed.

Personal Transferable Skills (PDF) <http://www.careers.qut.edu.au/student/resource/transferable.pdf>
Printable four page handout that discusses four main categories of transferable skills and how to express the skills including on a resume.

Everyday Skills are Transferable to the Workplace

As you begin to consider careers that would be right for you, it is important to know what you are good at and what you enjoy doing. Over the years, you have had experiences in your everyday life that employers are expecting from employees. Skills and knowledge can be transferred to a new environment.

Common Transferable Skills

| Skill Set | Description | Examples |
|-------------------|--|---|
| Basic Skills | These are skills needed by almost all workers. These skills are very important to have. Writing for example, is a basic skill that gets you into a good job. Not having it can keep you out of a good job. | Learn new things Listening Math Reading Speaking Think critically Writing |
| People Skills | These are some of the most needed and wanted skills. They are sometimes called soft skills. These skills help people to work well with others. | Be aware of others Coordinate with others Help others Negotiate Persuade Teach others |
| Management Skills | All workers need these skills, not just managers. Employers hire people who can keep track of projects, money, and their time. | Managing money Managing people Managing things Managing time |
| Systems Skills | Can you understand how parts and wholes work together? For example, could you see what would happen to your company if a certain employee left? Or how a new tax law might change prices at the grocery store? | Evaluate a system Evaluate an organization Understand a system Make good decisions |
| Technical Skills | Technology includes computers and equipment. Computers are common in most workplaces. People in all occupations should know how to work with technology. | Choose tools Control quality Install equipment Install programs Maintain equipment Operate equipment Repair Troubleshoot |

Directions: Complete the chart below with skills and knowledge you will take to your next job.

| Preferred Skill | Describe how you've used that skill. | How that skill can be used in future. |
|--|---|---|
| Examples: Technical skills People skills | Set-up home computer Work on a team Taught son how to tie shoes | Computer at work Teach others a skills |
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