



INVESTIGATING MY LEARNING

TRANSFERABLE AND EMPLOYABILITY SKILLS

Suggested time: 1 HOUR

What's important in this lesson:

You need to understand that who you will become is much more than just the work you will be doing. It is important for you to know that there are general skills that will help you become more successful no matter what job you have. These include communication and teamwork skills. They are called transferable skills because they will be useful in all parts of your life.

Complete these steps:

1. Check Glossary of Key Terms for a definition of transferable skills
 - If necessary clarify your understanding by referring to Pages 68-69, Career Studies 10 - Nelson or pages 50-51, Careers 10 - Prentice Hall or pages 31-32 Careers Today and Tomorrow-Irwin
2. Reflect on transferable skills by identifying the skills that could transfer back and forth in the following examples:
 - violin and cello
 - piano and organ
 - ice and field hockey
 - skateboarding and snowboarding
3. Read the Profile of Andrea Peters.
4. Locate the answers to the following questions in the profile. You may underline or highlight your answers.
 - Why is Andrea so valued in her job?
 - What qualities have enabled her to make such a positive impact so quickly?
 - What skills did Andrea bring to her new work?
5. Complete the Employability Skills Quiz, score it and read what your score means.
6. Complete Transferable Skill Bank. Use the information from your quiz, the text and the Glossary of Key Terms to help you
7. Complete the reflection

Hand-in the following to your teacher:

1. Employability Skills Quiz
2. Transferable Skills Chart

Student Instruction Sheet: Unit 1 Lesson 3



3. Reflection

Questions for the teacher:

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PROFILE: ANDREA PETERS

Andrea Peters has been hired as an administrative assistant for a large government project. The only specialized knowledge she has is of several common software programs.

Within weeks, everyone on the project, including the director, knows who she is. Her area of responsibility keeps growing. This is summed up in a funny way when someone puts a sign over her work area. It says, "Andrea Peters, President."

Andrea's an actress, doing this job to pay the rent. She has a university degree in French and music, and a three-year musical theatre diploma from Sheridan College. "It's a tough job," she says, "but I like the atmosphere and the flexibility. I can take time off for auditions and performances."

The job involves the usual administrative duties: word processing, photocopying and faxing, taking minutes at meetings, scheduling events, meetings and teleconferences, and general troubleshooting of all kinds. Andrea has to draw on her strong organizational skills to keep the details together.

But it's her interpersonal skills that really shine, and this is where her training in drama becomes useful. "I don't have a problem talking to people, or with public speaking. I'm confident, that comes from acting and going to auditions. I'm not afraid of new situations. I'm a social person to begin with, but my drama training gives me an awareness of character and personality types."

The company picnic is an example of how Andrea's responsibilities have grown. Andrea had to plan a full afternoon of activities for 200 hundred people on the last day of the Indian summer. Her employees wanted the picnic to be a "team building" event.

I tried to keep the atmosphere as light as possible. I organized entertaining games that would get people involved. I brought my own personality and sense of humour to get the job, and that's what made it work. The picnic was a huge success."

Andrea auditions whenever she can, but she has also discovered a new interest in the business world. "I like dealing with people and organizing things. I could be interested in an administrative or management career. I haven't changed my direction, I'm still going for acting, but I'm considering a career shift.

(Careers 10, p.64)



EMPLOYABILITY SKILLS QUIZ

Circle a, b, or c

PART 1

Personal Management Skills

1. I take on projects with confidence and know that I can do a good job.
a) Always b) Sometimes c) Never
2. I tell the truth at work no matter what the consequences are
a) Sometimes b) Most of the Time c) Never
3. I volunteer for training and look for opportunities to learn new things.
a) Always b) Only if it interests me I don't like courses
4. I find it difficult to continue with tasks, at home and at work, when problems arise.
a) Most of the time b) Sometimes c) Never
5. I look for new challenges at work and in my spare time.
a) Most of the time b) Mainly at work c) Mainly in my spare time
6. I like to set goals and objectives for myself.
a) Never, it scares me b) Always, it helps me to measure my success
c) I only do it at work
7. People tell me I am well organized.
a) Most of the time b) Sometimes c) Never
8. I get upset when things change.
a) Always b) Sometimes c) Never
9. I like it when people do things differently than I do.
a) Usually I learn from them b) Never, they don't do it properly
c) It depends
10. Do you like to think up new and better ways to get your work done?
a) I don't get paid for that b) Sometimes
c) Always, it keeps life interesting and improves my productivity

PART 2

TEAMWORK SKILLS

1. On the job, I make an effort to understand and contribute to the goals of the organization.
a) Always b) Sometimes c) Never
2. Working in a group...
a) Makes me nervous b) Takes too much time c) Helps me get the job done
3. When you work with a group, do you find it hard when you don't get your own way?
a) Always b) Sometimes c) Never
4. Can you plan and make decisions with others?
a) Most of the time b) Sometimes c) Not usually
5. Do you respect the thoughts and opinions of others?
a) It depends b) Always c) Usually
6. Do you mind when other people offer you their ideas of how to solve a problem or take on a task?

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a) No, I like it b) It depends c) I would rather figure it out myself.
7. Are you comfortable asking others for help and advice? a) Most of the time b) If I know them c) Never
8. Would you like to take charge of a group of people? a) I'd rather not but I will b) I couldn't c) Absolutely
9. Do you think others see you as someone they can turn to for help and advice? a) I don't know b) Never c) Sometimes
10. If I had a problem on the job and I knew a co-worker had the answer, I would ask him or her for help, a) Always b) Sometimes c) Never

PART 3 **Academic Skills**

1. Can you understand and speak English and/or French? a) English b) French c) Both
2. I am told that I am a good listener. Sometimes b) Never c) Often
3. Do you enjoy reading? a) I read when I have to b) I love reading c) I don't like reading
4. Can you read, understand and use written material (i.e.: reading a map, following a recipe or a set of instructions to assemble a toy or piece of furniture)? a) Yes b) No c) It depends
5. Do you write well in English and /or French (i.e. letters to friends, memos, instructions or lists)? a) It depends b) Writing is a challenge c) Yes, always
6. Do you like making a decision? a) Never b) All the time c) Sometimes
7. Do people come to you to help them solve problems at work and at home? a) Never b) All the time c) Sometimes
8. Can you solve problems that require basic math skills (i.e. balancing a cheque book, making change or working with measurements)? a) No problem b) Math Scares Me c) I can with effort
9. Can you use technology like computers or fax machines? a) I'm trying to learn b) Never used c) I use them all the time
10. Do you have special knowledge or training that you could use at work? a) A trade, degree or college diploma b) Computer Skills c) No special training

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SCORING FOR THE EMPLOYABILITY SKILLS QUIZ:

IDENTIFYING YOUR SKILLS

In today's competitive environment, employers need people who can:

Communicate

- Orally and in writing
- Listen well
- Read and understand instructions

Think

- Solve problems
- Analyze issues
- Use technology
- Apply Skills

These are your academic skills

What do I do now?

Here are some suggestions:

- Set some job preparation goals for yourself
- Enroll in a training program with a friend

Remember:

Experience can be gained in a lot of ways. Many people get their skills from school, work, as a volunteer or in their leisure time. Don't underestimate your abilities. You can include these things on your resume. Also, be prepared to give examples of your skills and how you have used them successfully.

WHAT IS YOUR SCORE? Circle your answers and total your scores.

Personal Management Skills	Teamwork Skills	Academic Skills
1. a-5 b- 3 c-0	1. a- 5 b-3 c-0	1. a- 3 b- 3 c-5
2. a-3 b- 5 c-0	2. a- 0 b-3 c-5	2. a- 3 b-0 c-5
3. a-5 b- 3 c-0	3. a- 0 b-3 c-5	3. a- 3 b- 5 c-0
4. a-0 b- 3 c-5	4. a- 5 b-3 c-0	4. a- 5 b- 0 c-3
5. a-5 b- 3 c-2	5. a- 0 b-5 c-3	5. a- 3 b- 0 c-5
6. a-0 b- 5 c-3	6. a- 5 b-3 c-0	6. a- 0 b-5 c-3
7. a-5 b-3 c-0	7. a- 5 b-3 c-0	7. a- 0 b-5 c-3
8. a-0 b- 3 c-5	8. a- 3 b-0 c-5	8. a- 5 b-0 c-3
9. a-5 b- 0 c-3	9. a- 3 b-0 c-5	9. a- 3 b- 0 c-5
10. a-0 b-3 c-5	10. a- 5 b-0 c-3	10. a- 5 b-3 c-0
Total: _____	Total: _____	Total: _____

Read about your scores to find out what they mean.

Student Handout: Unit 1 Lesson 3



EMPLOYABILITY SKILLS: WHAT YOUR SCORE MEANS

PERSONAL MANAGEMENT SKILLS

What is your score?

If you have a score of 40 or more:

You have good personal management skills that should be highlighted on your resume. Being an excellent organizer or coming up with new and creative ideas are skills that possible employers should know about. Positive attitudes, determination to get the job done and a willingness to learn are all things that should help you impress an employer in an interview situation. You should be able to give examples to the interviewer to demonstrate your abilities in this area.

If you have scored between 25 and 40:

You are half way there! While you have some personal management skills, others still need work. Read the next paragraph to get ideas on how to improve this area. Look for opportunities to practice them.

If you have scored less than 25:

Get organized! A course on organizational skills would be helpful to you. In order to get ahead in life and on the job, you need to set personal goals. Sit down and decide where you want to be five years from now. It could be as simple as having a job or as ambitious as having your own business.

Believe in yourself! Your employers will too. Employers are looking for people who have a positive outlook on the job, who do not give up easily and who can organize their work and day-to-day lives.

No matter what your score:

Be open to new challenges! The work place is always changing and you have to keep pace with it. You can expect any job you do to involve many changes over time and you will probably have several jobs over the course of your lifetime. You may have to take on new tasks or learn new ways of doing things. Think of these challenges as opportunities, the more flexible you are, the better your chances of success in the workplace. Learning new skills is a positive step forward. An employee who wants to learn is a valuable asset to any company.

Employers want people who demonstrate:

- Positive attitudes and behaviors
- Responsibility
- Adaptability

These are Personal Management Skills

Student Handout: Unit 1 Lesson 3



TEAMWORK SKILLS

What is your score?

If you have a score of 40 or more:

You are a team player! Working well with others is a very important skill to have. It means that you understand and appreciate the differences of others, and use those differences to the best advantage. Once in a while, you may even need to lead a project. Don't be afraid to take charge when appropriate. Those who feel comfortable working both alone and in a group are a valuable asset to their organization. Make sure you let potential employers know that you are a team player. Include it on your resume by describing some team activity in which you worked successfully.

If you have scored between 25 and 40:

You're a team player some of the time. There are obviously instances when you work well in a group and that's great! However, you could use a few tips in this area so read on.

If you have scored less than 25:

Doing things on your own is something you may be used to, but there are times when "two heads are better than one". You have to learn how to work well with others. Being able to consider the ideas and approaches of co-workers, even if they are different from your own, will help you work well in a group and get things done. Listen to what other people say. You may be surprised at some of the good ideas they have. Offer to help them. If you have never had to work with others, now is a good time to start. Find a neighborhood club or volunteer organization and join in their activities.

Employers want people who can work with others:

- In a team
- To contribute to organizational goals
- To achieve team results
- And to respect their thoughts and opinions

These are Teamwork skills.

Student Handout: Unit 1 Lesson 3



ACADEMIC SKILLS

What is your score?

If you have a score of 30 or more:

You have skills and talents that are valued by employers. Remember, however, that the work place is constantly changing. A job you do or skills you have may be upgraded or eliminated tomorrow. The key to employment is education. Set goals for yourself based on continued learning. No matter what level of education or specific trade you have, think of improving it. Some employers and organizations will even help pay for courses taken by their employees. Never stop learning. The more you know, the better your chance of finding and keeping a job. Employers are looking for people who are adaptable and have several skills.

If you have scored less than 30

Your academic skills may need a tune-up. The single most important factor that an employer looks at when hiring is your level of education and technical skills. If you never finished high school, try to do it now. There are evening and correspondence courses you can take that don't have to interfere too much with your everyday activities. Two thirds of jobs created in the future will require at least a high school graduation.

If you have a high school diploma but no specific employment skills, look into a training program at a local community college. Talk to counselors at these schools. Find out what skills are in demand in your area and apply for a course to get them. There are also adult night courses available at many high schools. If you have a specific trade, talk to the counselors at the local community college. Find out if there are new skills being taught in your trade since you graduated. If so, take the time to upgrade.

If you have a college diploma or a degree in the arts, it's time to supplement it. Employers need people who have specific skills, like being able to work with computers or having more than one language. Find out what skills are most in demand right now and make sure you get them.

No matter what you score:

Learn by doing. A lot of employers like to hire people with experience. If you don't have any, get it –there are hundreds of volunteer organizations that can offer you help. Offer your services and get the experience you need to impress future employers.

Adapted from: "Working Solutions", published by HRDC

Student Handout: Unit 1 Lesson 3



NAME _____

TRANSFERABLE SKILLS BANK

Skills	What school activities help to build this skill?	How is this skill used in the workplace?	How is this skill helpful in life?
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Reflection: Unit 1 Lesson 3



REFLECTION ACTIVITY

In this lesson you have learned that you can apply what you learn in school to the skills and knowledge that you need in the workplace.

Which transferable skills do you think will have the greatest impact as you choose a career? Why?
