

MY SKILLS

WHAT THEY ARE AND
WHY THEY ARE IMPORTANT



AIMS



In today's lesson you are going to explore:

- What skills are and why they are important.

OUTCOMES



At the end of this lesson you will be able to:

- Explain what skills are.
- Give examples of how your skills can be transferred to different settings.

MY SKILLS

First of all....
What are Skills?



WHAT ARE SKILLS?

Skills are things you are good at:

This may include skills:

- you have had training for.
- you have from volunteering.
- you have from involvement in social activities.

**For
Example:**

I am a good at communicating. I speak to my parents and friends in a respectful way; I listen and speak in a way that others can understand me.

WHAT ARE TRANSFERABLE/ SOFT SKILLS?

- Transferable skills are skills that you have developed that can transfer from one situation to another.
- All skills and abilities can be transferable – depending on where they are being transferred to and from.
- This can include: skills you have developed at home, during school, at sports, at music, at drama, while volunteering, while enjoying your hobbies; in anything that you have done can be transferred.
- If you are able to use a skill in one situation, you should be able to use it in another, for example in a job, even if the work appears completely unrelated to your past employment or educational experience.



**THE
PORTABILITY OF
TRANSFERABLE
SKILLS**

EXAMPLE

MY SKILLS

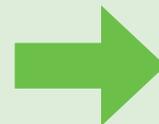
Transferable Skill:
TEAMWORK



Where I have used/developed this skill?



Participating in a team sport



Where can I transfer this skill to?



Groupwork for my C.B.A.

Where I have used/developed this skill?



Providing care and support to my family at home



Where can I transfer this skill to?



Being a good friend at school

WHY IS IDENTIFYING OUR SKILLS IMPORTANT?

- When applying for a job you should remember to refer to your skills in your letter of application or in your CV.
- These skills should be related to the position you are applying for.
- You all have experience and skills that go beyond the skills necessary for a specific job...you need to identify your skills and articulate how they can be used in any occupation.
- Remember that employers will be looking at your potential. Think carefully about the type of skills you wish to emphasise and pick examples you can demonstrate your variety of skills.

**If you can use
a skill now -
chances are
you can use it
later**



SKILLS YOU ALREADY HAVE



SOME OF THE SKILLS EMPLOYERS LOOK FOR:

Verbal Communication:

The exchange, transmission and expression of information and ideas.

Initiative:

Doing what needs to be done without being told; being a Leader.

Strong Work Ethic:

Practices that promote efficient and effective work environments.

Teamwork:

Positive human relationships in group interactions.

Analytical:

Ability to visualise, and solve complex problems and concepts.





**LET'S TAKE A
CLOSER LOOK AT
TRANSFERABLE
SKILLS**

**Please open worksheet on
'TRANSFERABLE SKILLS'**



**How to identify your
transferable skills and
discover your hidden
talents**

REVIEW

Can you...

- Explain what skills are.
- Give examples of how your skills are transferable to different settings.