**HANDOUT [A]: WHAT ARE TRANSFERABLE SKILLS?**

**Definition:** Skills you have acquired during any activity in your life -- jobs, classes, projects, parenting, hobbies, sports, virtually anything -- that are transferable and applicable in many different jobs or occupation settings.

**Examples of Transferable Skills:**

Communicating Troubleshooting Testing

Designing Researching Writing

Planning Analyzing Self-understanding

Speaking Persuading Understanding

Innovating Organizing Motivating

Selling Prioritizing Logical Thinking

Problem-solving Encouraging Teaching

Learning Developing Improving

Updating Synthesizing Creating

Imagining Visualizing Talking

Leading Supervising Estimating

Achieving Reporting Negotiating

Interpreting Searching Team-building

Reasoning Debating Decision-making

Advising Influencing Performing

Proofreading Filing Comparing

Sharing Examining Reading

**HANDOUT [B]: FROM THE CLASSROOM TO THE WORLD**

Complete the chart below by identifying the transferable skills you’ve learned in school and applying them to the outside world

|  |  |  |
| --- | --- | --- |
| **SUBJECT** | **TRANSFERABLE SKILLS LEARNED** | **APPLICATION – To be used in other aspects of your life and future career** |
| Math |  |  |
| Science |  |  |
| English |  |  |
| History |  |  |
| Languages |  |  |
| Music |  |  |
| Art |  |  |
| Career Development |  |  |
| Community Experiences |  |  |

**HANDOUT [C]: REFLECTION QUESTIONS**

1. Answer the following questions:

* What are your strongest skills?
* How can these skills be used in your ideal job? Why are these skills important?
* What skills do you need to work on? How can they be improved?