

**Which transferable work-related skills do I possess or want to become better at?**

Transferable work-related skills are learned through education, work, community experiences and interpersonal encounters. The skills listed below are the most common transferable work-related skills that are found across many occupations. When you learn a skill in one setting it will often give you the ability to move to another career choice because you already possess some of the important skills for the new job. This “skills transferability” can be leveraged to help you to find work or pursue a whole new career path.

The learning activity provides an opportunity for you to explore your transferrable work-related skills in relation to career choices and options you may be interested in. You will confirm skills you possess, identify your personal skills gaps and plan how you could gain new skills that are important to your preferred occupations.

**Instructions:**

1. In the table below put a star ★ beside the skills you possess. If you are not sure about what each skill means, go to the [skills definitions page](#) on the WorkBC website.
2. To identify the transferable work-related skills of the occupation you wish to pursue, locate the career profile of the occupation by going to [Explore Careers](#).
3. Select the work-related skills and from the list and in the table below enter the name of the occupation. Put a star ★ beside the top 10 skills that are important to your occupation of choice.
4. Go to [Career Transition Tool](#) and study other occupations that use skills similar to the ones identified in the career profile.
  - Type in the name of the occupation you are thinking of pursuing and go to the work-related skills section.
  - The occupations that are displayed are connected to your occupation of choice by transferrable work-related skills.
  - Pick a few other career profiles along with the work-related skills to see the lists.
  - Choose two occupations that you may be interested in researching further.
5. For future reference, add the new occupations to the table and put a star ★ beside the top 10 skills for the occupation.
6. Looking at the table, circle or highlight skills are common across all three occupations and put a checkmark beside the skills that are most important to you.
7. Answer the reflection questions.
8. Keep this document in your career file for future reference.

Transferable work-related skills	Skills you have	Important skills you wish to pursue for occupation #1 _____	Top 10 skills important for occupation #2 _____	Top 10 skills important for occupation #3 _____	Skills you want to develop further. Explain how you plan to increase your proficiency – school, work, volunteer work social interactions?
Active learning					
Active listening					
Complex problem solving					
Co-ordination					
Critical thinking					
Equipment maintenance					
Equipment selection					
Installation					
Instructing					
Judgment and decision-making					
Learning strategies					
Management of financial resources					

Management of material resources					
Management of personnel resources					
Monitoring					
Negotiation					
Numeracy					
Operation and control					
Operation monitoring					
Operations analysis					
Persuasion					
Programming					
Quality control analysis					
Reading comprehension					
Repairing					
Science					
Service orientation					

Social perceptiveness					
Speaking					
Systems analysis					
Systems evaluation					
Technology design					
Time management					
Troubleshooting					
Writing					

Answer these reflection questions:

1. What are transferable work-related skills and how do I identify them?
2. What transferable work-related skills have I developed that could be leveraged to help me at work or in school.
3. Which transferable work-related skills are consistently used in some of the occupations that I am interested in pursuing?
4. Which transferable work-related skills are most important to me? Which ones do I think I will use to help guide my life/work plans?
5. Which skills do I need to develop further to achieve my work and/or learning skills?
6. What are my next steps to achieve my skills development goals that will contribute to furthering my career goals?