Transferable Skills Workshop: Making What You Have Work For You ↗

Introductions (Interview one another)

Who are you?

Expectations for this workshop…

Something unique about you…

AGENDA

About Us...

- ↗ Who are we?

- ↗ The series of workshops...

- ↗ Introduction to the book

What is a transferable skill?

- ↗ Skill/knowledge you already have

- ↗ It is different from a trait

- ↗ Bolles: Data, People, Things

Tell our Story

- ↗ Role model a story – identify transferable skills

- ↗ Pair up or Triads – identify transferable skills in story

- ↗ Report out to group

- ↗ Bucket categories (post it Notes)

Tell Your Stories

↗ Describe a time when you accomplished something at work; it was a challenge and you succeeded

↗ Tell the story/look for skill themes/intelligence

↗ Bolles has a transferable skills inventory/ 100 skills

↗ Bucket categories (post it notes)

Difference between skill and talent

↗ Identify/ link to post it notes

What is intelligence?

- ↗ Verbal
- ↗ Math
- ↗ Spatial
- ↗ Kinesthetic
- ↗ Musical
- ↗ Intrapersonal
- ↗ Interpersonal
- ↗ Environmental

What is the difference?

↗ A (s X t X k) = U

↗ Skills, Talent, Knowledge

Affinity Diagram

↗ Gathers large amounts of language data (ideas, opinions, issues) and organizes them into groupings based on their natural relationships.

↗ The Affinity Process is a good way to get people to work on a creative level to address difficult issues.

↗ Is often used to group ideas generated by Brainstorming.

Transferable skills…

- 5 Skill Clusters
  - Communication skills
  - Teamwork/group/interpersonal skills
  - Leadership skills
  - Work ethic traits, e.g., drive, stamina, ambition, diligence, reliability, positive attitude toward work
  - Logic, intelligence, proficiency in field of study

Applying transferable skills…

- ↗ Applications to resume, career objective, cover letter – ARs

- ↗ Applications to interview – STARs

- ↗ Refer to Bolles book (100 skills)

HOMEWORK – SKILLS Inventory

↗ Break - some of Bolles' book

Q&A