

MY SKILLS - WORKSHEET

SKILLS

As you begin your career search it is important that you are aware of the transferable skills that you have developed over time. This begins by reflecting on all of the skills you already have which may include skills you have learned in school, at home, when volunteering, in sports, creatively etc. You can transfer these skills into your working environment.

The top five categories are:

Verbal Communication:

The exchange, transmission and expression of information and ideas.

Teamwork:

Positive human relationships in group interactions.

Analytical:

Ability to visualise, and solve complex problems and concepts.

Strong Work Ethic:

Practices that promote efficient and effective work environments.

Initiative:

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



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UNDERSTANDING
TRANSFERABLE SKILLS

Match the skills to the correct
categories below

SKILLS:

Speaking Effectively	Generating Ideas	Managing Conflicts	Thinking Critically	Accepting Responsibility
Resolving Problems	Managing Time	Collaborating	Expressing Ideas	Investigating
Meeting Goals	Providing Support and Care	Reporting Information	Thinking Critically	Managing and Supervising
Setting and Meeting Deadlines	Calculating and Comparing	Motivating	Making Presentations	Delegating Responsibility
Evaluating	Identifying Improvement Areas	Making Decisions	Cooperating	Writing Concisely

CATEGORIES:

Verbal Communication	Teamwork	Analytical	Strong Work Ethic