

Welcome to Transferable Skills

Jamie F. Goddard, Director, SF ReServe



Objectives

Understand

- What are transferable skills
- How to identify your transferable skills
- How to analyze Strengths, Weaknesses, Opportunities and Threats to determine next best steps
- How to Tell Your Story
- How transferable skills boost your confidence and employment marketability

Next Steps

- Think about what you need to work on to highlight your transferable skills

Main Purpose for Attending

- Majority of you are planning and want information for the future to work or volunteer.
- A few are already retired.
- Lifelong learning and community engagement
- Learn skills to market yourself when you determine what you'd like to do.

What are Transferable Skills ?



Transferable skills are those you've acquired throughout your education, employment, volunteerism, and life experiences that demonstrate the value you can bring to new opportunities. *They are the foundation for Telling **YOUR** Story.*

Why are they Important?

To You?



To an Employer, Clients, Funders,
Volunteerism?



YOU'RE
HIRED!



Potential Next Moves: Pondering and Planning

- Volunteering
- Starting a business
- New employment position
 - Part-time work
 - Fulltime
- Writing a book

If you'd like to share specific examples what you're pondering and planning, please type it in "Chat".

15 Top Transferable Skills



1. Problem Solving
2. Analytical Reasoning
3. Critical Thinking
4. Leadership
5. Adaptability
6. Teamwork
7. Communication
8. Writing
8. Listening
9. Creativity
10. Attention to Detail
11. Project Management
12. Relationship Building
13. Technology
14. Management
15. Emotional Intelligence*
16. Resilience*

<https://www.flexjobs.com/blog/post/transferable-skills/>

Work or Volunteer Opportunity: Managing a project or program

Some of the Transferable Skills you would need:

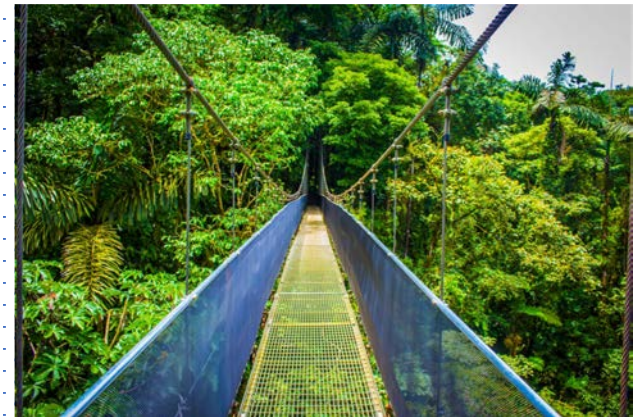
- Project Management
- Leadership
- Teamwork
- Communications
- Problem Solving
- Emotional Intelligence
- Technology

What other skills might be required? The position or project/program description will give you details.

Starting a Business

Some of the Transferable Skills you would need:

- Resilience
- Communications
- Adaptability
- Relationship Building
- Leadership



Part-time work example

- REI
 - Teamwork
 - Listening
 - Emotional Intelligence
 - Adaptability
 - Creativity
 - Problem Solving

Inventory your Talents



- Responsibilities, experiences and accomplishments in your work, volunteering, life?
- What did you accomplish?
- How did you achieve those accomplishments?
 - What skills, knowledge, behavior did you demonstrate?

How to Tell Your Story

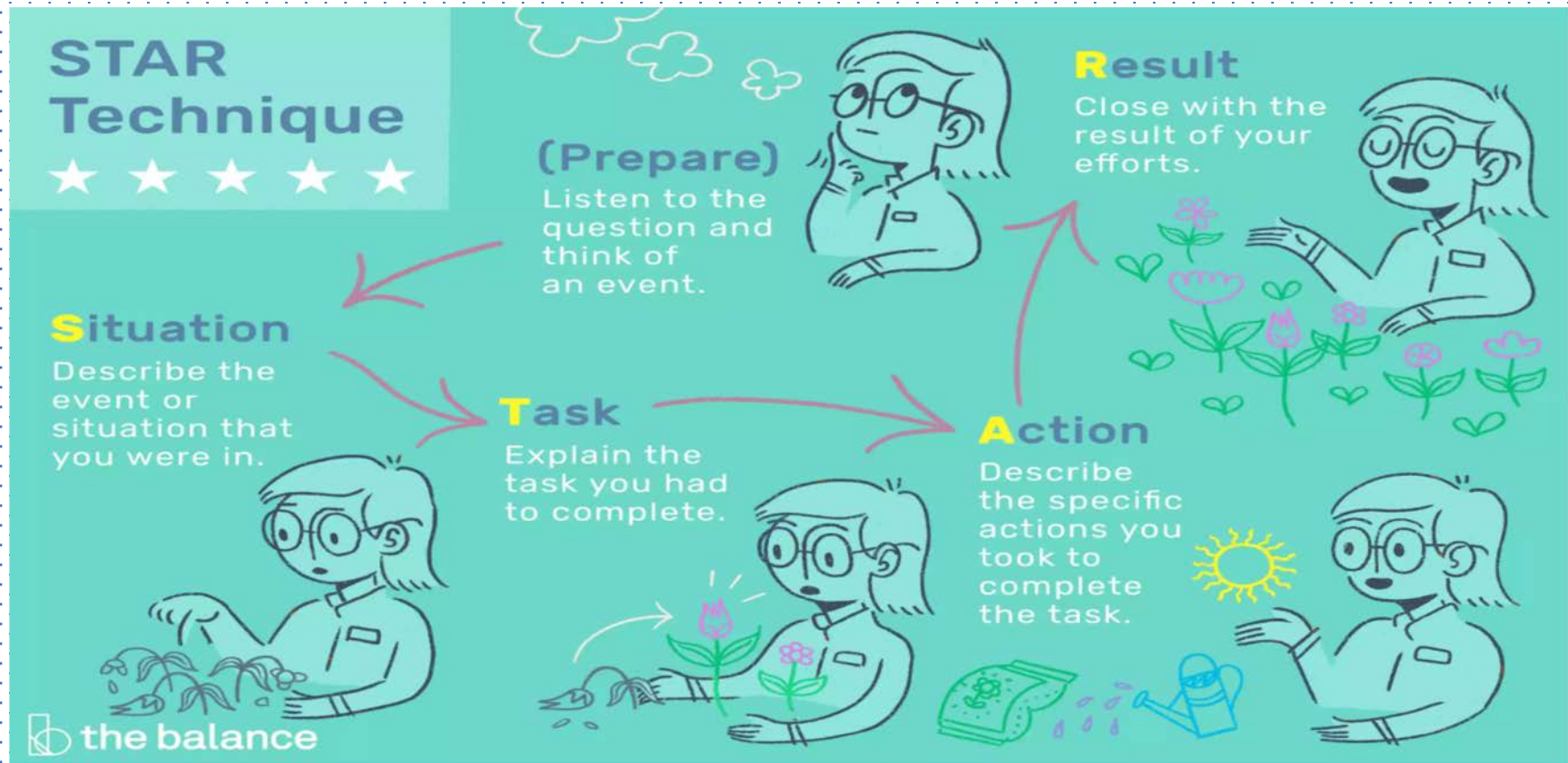


Illustration by Jon Marchione. © The Balance

When to Apply the S.T.A.R. Model

- In Interviews;
- Conversationally, as tool to share with and listen to others;
- Networking, when you have a specific ask;
- As a start to craft your Cover Letters.

Share Stories that Demonstrate how you will Add Value in a New Situation.

- **Situation:** Describe the context within which you performed a project, task, or faced a challenge at work. *Pithy, short and as specific as possible.*
- **Task:** Describe your responsibility in that situation. *You're telling a story!*
- **Action:** Describe **how** you completed the task and endeavored to meet the challenge. *What Transferable Skills did you use?*
- **Result:** Explain the outcomes and benefits generated by the actions taken. *When possible, share #, %, qualitative outcomes as well as strengths (e.g., "led the team", "developed a project plan")*

S.T.A.R. Example

Situation: Students were reporting low ratings for their overall experience during onboarding.

Task: Investigated graduate student feedback

Action: I analyzed survey results and discovered that students were getting confused during a specific stage of onboarding.

Result: I changed the instructions and implemented a buddy system to reduce the confusion. Students reported less stress and felt more welcome, increasing the overall rating for onboarding satisfaction.

Elevate Yourself!

- Dig deeper into your talents!
- Embrace that your set of skills, and who you are, are useful to the Next Move
- Show how you would apply that skill to the new opportunity
- Take a class or certification program
- Ask for testimonials on LinkedIn (How is your LinkedIn profile by the way?)



Next Steps

1. Inventory your transferable skills using one of the assessments in the Addenda.
2. Actively seek feedback and insights on your talents from those with whom you have a trusted relationship, and who can give you objective and specific feedback. (N.B. Not always family)
3. Based on your pondered or planned Next Move, use the S.W.O.T. model or another that works for you, to get grounding.
4. What are the next best steps for you to take to move forward?

Objectives

Understand

- What are transferable skills
- How to identify your transferable skills
- How to analyze Strengths, Weaknesses, Opportunities and Threats to determine next best steps
- How to Tell Your Story
- How transferable skills boost your confidence and employment marketability

Next Steps

- Think about what you need to work on to highlight your transferable skills

Feedback

- How will identifying your **Transferable Skills** and working on **Telling Your Story** boost your confidence in your Next Move, whether Pondering or Planning right now?

If you'd like to share, please type it in "Chat". You also be receiving an invitation to provide feedback on this session via email.



THANK
YOU!

Addenda

Finding Next Move Opportunities

Part Time

- Top 10 on AARP.org
- Virtual parttime work:
<https://www.linkedin.com/jobs/parttime-jobs/>
- Indeed.com
- ZipRecruiter.com
- Idealist.org
- Seasonal and Temporary work sites:
<https://www.jobs2careers.com/?q=&l=Gwynn%20Oak%2C%20MD> AND:
<https://www.thebalancecareers.com/great-seasonal-jobs-2059647>

Volunteer

- 20 Top Sites for Volunteer work:
<https://secondwindmovement.com/volunteer-websites/>
- Volunteer Match
- BoardSource: <https://boardsource.org/>
- LinkedIn:
<https://www.linkedin.com/jobs/volunteer-jobs/>

Transferable Skills Assessments

- <https://yourdream.liveyourdream.org/2017/06/professional-skills-quizzes/>
- <https://alis.alberta.ca/careerinsite/know-yourself/skills-quiz/>
- <https://www.careeronestop.org/ExploreCareers/Assessments/skills.aspx>
- <https://quizizz.com/admin/quiz/5804c9a12ca03a9a4f13caa5/transferable-skills>

S.W.O.T Analysis: For What you're Pondering and Planning



STRENGTHS

- What is your unique selling proposition?
- What are your competitive advantages?
- What resources do you have?
- What do customers like about your product?
- What do you do better than your competitors?
- What advantages do your staff members have?
- What assets does your company have?

WEAKNESSES

- Which areas of your business/projects could use improvement?
- What advantages does your company lack?
- What do your competitors do better than you?
- Which disadvantages do our workers/products have?
- Which internal factors interfere with your business success?

OPPORTUNITIES

- Does economic/political climate help you develop your business?
- Which external factors can give you an edge?
- How can market fluctuations aid you?
- Do these opportunities have temporary nature?

THREATS

- Who are your competitors?
- Which market areas are potentially dangerous for your business?
- Which trends can negatively affect your business?
- Is there a product/innovation on the market that will make your product/innovation outdated?