

Transferable skills

Student instructions

Workplace skills are not specific to one career. They are often called soft skills or transferable skills. These are the skills you'd need to succeed in most workplaces. In contrast, hard skills are the knowledge and abilities specific to the job. They are usually easy to define and evaluate. In this activity you'll identify important soft skills that would benefit your performance in each.

- 1 In Xello, select 3 career profiles that you're interested in to compare soft skills. If you haven't already, save each career.
- 2 As you review each career profile consult this list of soft skills to help you identify 3 skills that apply to all 3 careers. Keep in mind, how does this skill help you do the tasks required for the career?

Communication	Setting goals	Leadership	Self-management
Adaptable	Creativity	Willing to learn	Dealing with pressure
Teamwork	Innovating	Positive attitude	Resolving conflicts
Decision making	Public speaking	Time management	Critical thinking
Problem solving	Organized	Initiative	Reliable

- 3 Record and rate these 3 transferable soft skills in the **Skills** section on your **About me** profile. Think about experiences where you already perform these skills, how would you rate your performance?