

Transferable Skills

1. Ask students:

What skills do you think employers want in new hires?

2. Watch video (~8 min.) <https://www.youtube.com/watch?v=gxeisLzyRUw>. The video reviews different transferable skills.

2. Ask students:

What skills are you learning in class that will help you get a job in the future?

4. Discuss with students how they can use their class experiences as examples of transferable skills.
4. Students work in pairs to interview each other about their transferrable skills and complete worksheet "Take Your Skills to Work" (simulates a job interview).

Take Your Skills to Work

As a job candidate, you should be prepared to answer questions and give examples to show you have the skills and attributes employers seek. Listed below are five questions an employer might ask in a job interview. Work with another student and write responses using experiences you have had in your classes.

Work Ethic

able and willing to work hard

What do you do that shows me you have a strong work ethic?

Communication

able to effectively listen and convey information verbally and in writing

Why do you think you are a good communicator?

Teamwork

able to work with others in a professional manner to achieve a common goal

Describe a successful team project you worked on. What was your role?

Problem Solving

able to assess a situation, gather information, and identify solutions

Can you give me an example of what you do when faced with an obstacle?

Technical

able to effectively use new technologies

How do you use technology to help you work smarter and faster?

Make Connections

According to the 2010 National Association of Colleges and Educators Report, the top five skills/qualities employers seek in their new hires include communication, analytical, teamwork, technical, and work ethic. You undoubtedly address each of these skills in your course, yet students are often unable to identify and make the connection between what they do in the classroom and how it applies to the workplace. Taking time to show students how their classroom lessons transfer to workplace success will make learning more meaningful and relevant.

Here's how...


- Ask students a few questions:
 - What skills do you think employers want in new hires?
 - What skills are you learning in this class that will help you get a job?
- Distribute *Take Your Skills to Work* activity and review the directions.
- Discuss how students could use their class experiences to help them in a job interview.



Spotlight

Jobs have never been more important and students as well as their parents and the community at large are increasingly focused on how the information and skills students are learning in the college classroom will help them in the workplace.

— Kate Zernike,
Making College Relevant,
New York Times



“No matter how smart you are, or how many degrees you earn, you need a solid set of soft skills to be successful.”

— Peggy Klaus, *The Hard Truth About Soft Skills*

Share this quote and ask some questions:

- What are soft skills?
- Why are soft skills so important in the workplace?
- What are your best soft skills?

Students' parents and other relatives have had many jobs and have good insights into workplace success. Have your students prepare three questions to ask a relative about his/her workplace experience. Questions might include: What do you consider the most important skills in your workplace? What qualities would you look for if you were hiring a person to work on your team? What advice or guidance would you give me about being successful at work? Give students a few days to complete the assignment and then share what they learned from their interviews.



Green Light