

## Lesson Plan 3: Your Transferable Skills

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### Core [www.cfnc.org](http://www.cfnc.org) Area:

Job Search

### Total Time:

One 50-55 minute class period

### Target Grades:

Grades 10-12

### Suggested Timeline:

Any time during the school year—preferably at the beginning of the year

### ASCA Correlation

(Which of the ASCA Standards does this lesson address?)

A-A	A-B	A-C	C-A	C-B	C-C	PS-A	PS-B	PS-C
		X	X	X	X	X	X	

### Lesson Objectives

Students will be able to:

1. Explain what Transferable Skills are
2. List their own Transferable Skills

### Materials Needed

- Access to the internet for each student
- Access to [www.cfnc.org](http://www.cfnc.org)
- A copy of **Job Search Handout 1—Transferable Skills Checklist** for each student
- A copy of **Job Search Handout 2—Ten Ways to Find 20 Employers** for each student

### Advance Preparation

- Print *Job Search Handout 1 – Transferable Skills Checklist*
- Print *Job Search Handout 2 – Ten Ways to Find 20 Employers*
- Complete the *Transferable Skills Checklist* in your own [www.cfnc.org](http://www.cfnc.org) Account

### Activator (Typically 5-10 minutes)

Read the following to the students

*Transferable skills are the critical tools that you need to succeed in the workplace -- and they are all elements that you can learn, cultivate, develop, and maintain over your lifetime. Once you have identified the sought-after skills and assessed the degree to which you possess them, you can document them and market them (in your resume, cover letter, and interview answers) for job-search success. Gathering the information and having the information easy to access will help you all through your career life!*

Discuss:

- What does it mean that a skill is Transferable?
  - It can apply to multiple jobs or careers
- What are some examples of Transferable Skills
  - Writing ideas, producing designs, planning projects, etc.
- How can you acquire and develop your Transferable Skills?
  - In all classes and during all stages of your education
  - On the job
  - When volunteering



- During social activities
- Which aspects of your life should you consider when reflecting on your Transferable Skills?
  - Volunteer work, school work, extra-curricular activities, social activities, work experiences, family activities – for example, planning a group vacation could develop organizational and leadership skills

### Core Learning Strategies/Lesson Activities (Typically 30-40 minutes)

Session #	Step #	Responsibility	Action Steps
1	1	School counselor	<ul style="list-style-type: none"> <li>● Focus on today's work:               <ol style="list-style-type: none"> <li>1. Distribute the Job Search Activity 3 –Transferable Skills Checklist Worksheet</li> <li>2. Ask students to sign in to <a href="http://www.cfnc.org">www.cfnc.org</a></li> </ol> </li> </ul>
	2	Students	<ul style="list-style-type: none"> <li>● Sign in to <a href="http://www.cfnc.org">www.cfnc.org</a></li> </ul>
	3	Counselor	<ul style="list-style-type: none"> <li>● Read the worksheet with the students and instruct them to complete the Transferable Skills Checklist</li> </ul>
	4	Student	<ul style="list-style-type: none"> <li>● Complete Transferable Skills Checklist by following all directions on the worksheet</li> </ul>
	5	Counselor	<ul style="list-style-type: none"> <li>● When students have finished reviewing the checklist, discuss the following:               <ul style="list-style-type: none"> <li>○ The Transferable Skills Checklist will be stored in your <a href="http://www.cfnc.org">www.cfnc.org</a> Portfolio</li> <li>○ You will access it again when building your resume</li> </ul> </li> </ul>

*(chart from RI School Counselor Association's Toolkits, found at [www.rischoolcounselor.org](http://www.rischoolcounselor.org))*

### Summarizer/Informal Assessment (Typically 5-10 minutes)

Ask students to reflect on what they can do to support the development of their Transferable Skills. This can be completed as a class discussion, a discussion in small groups, or as a writing activity in the Portfolio Journal.

### Follow-Up

- Students can complete the Transferable Skills Checklist at the end of each semester and specifically reflect on which skills they have developed over the course of the semester.
- Students can complete the Resume Builder which incorporates the results of the Transferable Skills Checklist.
- Students can incorporate the results of the Transferable Skills Checklist into the Career Finder.

Opportunities for additional learning could include the lessons provided related to Job Search project lessons.

If possible, follow up with students after a period of time (a school semester or more) has lapsed in which they would have an opportunity to use the information they have gathered in this lesson. A general follow-up would allow the students the opportunity to see the progress they have made, while at the same time allow the students a chance to encourage each other as they continue their career preparation journeys.



**Job Search Activity 1:  
Gathering Information as Part of Career Preparation**

**Student Name:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**Directions:** As you think about career choices and career planning, gathering information about you and about possible career options will save you time and effort later. Gathering information also means organizing your thoughts—What have I done already? What do I have yet to do? What do I need to work on?

Below is a list of five general areas that are crucial in terms of gathering information as part of career preparation. For each category, read the details and peruse the suggested resources. In the blanks provided, write a few sentences to explain what you have done and what you have yet to do in each of the areas.

**1. ASSESS YOURSELF**

Employers are looking for the skills and attitudes you have: how you think, act, and work with others. Personal assessments can provide you with good clues as to the career options you should be considering. Assess yourself and skills in terms of these categories:

- What interests and skills have you developed?
- What do you like best: working with people, things, ideas, or data?
- What school subjects really interest you?
- What do you value when it comes to working?
- What transferable or “soft” skills do I possess?

Suggested resources:

1. Bridges Choices Planners assessments (Bridges Guideway 1, Interest Profiler, Work Values Sorter, Basic Skills Survey, etc.)
2. **Job Search Handout 1—Transferable Skills Checklist**
3. Local job service agency
4. High school guidance counselor

What I have completed in this area:

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What I have yet to do in this area:

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## 2. EXPLORE CAREER POSSIBILITIES

It is best not to base important decisions on one career exploration experience. Keep an open mind as you continue to do all you can to keep your options open.

- Follow a high school plan of study that fits you based upon the career cluster/s that best suit you.
- Read about various career possibilities that interest you.
- Get experience: part-time or volunteer work.
- Shadow someone in the job you are looking at.
- Explore challenging options through apprenticeships, mentoring, or career days.
- Visit with as many people as you can about what they do, what they like about their careers, etc.

Suggested resources:

1. Bridges Choices Planners assessments (Bridges Guideway 2, Career Finder, Cluster Finder, High School Planning, Course Plan Builder, etc.)
2. Local job service agency
3. High school guidance counselor

What I have completed in this area:

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What I have yet to do in this area:

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## 3. INFORM YOURSELF ABOUT A SPECIFIC CAREER OF INTEREST

The more knowledge you can secure about a chosen career, the more informed your decision will be and the greater your chances for success.

- What are the specific qualifications needed?
- What is the present availability of positions in your community?
- What are the projected needs for this type of position in the future?
- What are the opportunities for personal and professional growth?
- What are the working conditions, such as scheduling, working alone or with others, outdoors, indoors, etc.
- What are the workplace laws you need to know about?



Suggested resources:

1. Bridges Choices Planners assessments (Bridges Guideway 2, Career Finder, Cluster Finder, High School Planning, Course Plan Builder, etc.)
2. Local job service agency
3. High school guidance counselor

What I have completed in this area:

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What I have yet to do in this area:

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#### 4. PREPARE YOURSELF FOR THE WORLD OF WORK

Create a personal career portfolio to keep all of your information together. Organize the information so that it is easy to access and easy to update.

- Create a resume and cover letter.
- Contact people for references.
- Create a job-hunting plan including goals, contacts, and schedules.
- Research the companies you will be applying to; this may eliminate some from your list right away.
- Being prepared will help to boost your confidence for the next stage.

Suggested resources:

1. Bridges Choices Planners assessments (Bridges Guideway 2, Career Finder, Cluster Finder, High School Planning, Course Plan Builder, Career Plan Builder, etc.)
2. Other Job Search Lessons
3. Local job service agency
4. High school guidance counselor

What I have completed in this area:

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What I have yet to do in this area:

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## 5. PRESENT YOURSELF IN A POSITIVE LIGHT

To make yourself stand out from the competition in the job market, you have to market yourself. Know your strengths and know how your strengths match what the company is looking for. Be the kind of person others want to be around, and reflect that in all you do!

- On paper – actual resume, cover letter/letter of application
- In person – once you have secured an interview, remember basic interview tips.

Suggested resources:

1. **Job Search Handout 2—Ten Ways to Find 20 Employers**
2. Other Job Search Lessons
3. Local job service agency
4. High school guidance counselor
5. A friend or an adult who will practice interviewing for a job with you

What I have completed in this area:

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What I have yet to do in this area:

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## Job Search Handout 1—Transferable Skills Checklist

Student Name: \_\_\_\_\_

Transferable skills are the critical tools that you need to succeed in the workplace -- and they are all elements that you can learn, cultivate, develop, and maintain over your lifetime. Once you have identified the sought-after skills and assessed the degree to which you possess them, you can document them and market them (in your resume, cover letter, and interview answers) for job-search success. Gathering the information and having the information easy to access will help you all through your career life!

**Directions:** Follow the steps below to complete the Transferable Skills Checklist in your [www.cfnc.org](http://www.cfnc.org) account. Remember to consider all aspects of your life when selecting the transferable skills that you currently possess. You may have developed skills in school, on the job, volunteering, or during extra-curricular and social activities. For example, you have developed teamwork skills if you have played a sport.

Complete the assessment thoughtfully. Your results will be saved in your [www.cfnc.org](http://www.cfnc.org) Portfolio and will be included in future resume building activities. Answer all questions listed below

1. Sign in to your [www.cfnc.org](http://www.cfnc.org) Account
2. Click the Career Planning Tab
3. Click Learn About Yourself
4. Click Transferable Skills Checklist
5. Read all directions and begin the checklist – anticipate that it will take you 30 minutes to complete
6. View the careers that match your results and click on any career title to read about it. List at least 2 careers of interest here:
  
7. Click 'Compare your Skills' next to a career of interest. Consider which skills are a strong match and which skills you need to improve on. List two skills that were a perfect match for your skills:

List two skills that you will need to improve on if you choose to pursue this career

8. If you don't see any careers that are interesting, enter a career name into the Search Careers Only search bar on the left side of the screen. Click 'compare your skills' to see why the career did not appear on your list. Which skills were not good matches for your skills?

If you wish, you can complete the Transferable Skills Checklist a second time and include the skills that you believe that you will have by the time you begin searching for your first job after finishing your education. The list of careers that follows will then reflect your future skills rather than your current skills. (Note: each time you complete the assessment a new set of results will save in addition to your previous results)



## ***Job Search Handout 2—Ten Ways to Find 20 Employers***

### ***Networking***

Talk to the people you know. Ask your family, friends, relatives, teachers, neighbors, classmates, and counselors if they know of any employers who hire people with your occupation. Referrals land more jobs than other method.

### ***Community Agencies***

If you are a veteran, woman, minority, a teenager, a senior citizen, disabled, ex-offender, or handicapped, you have dozens of community agencies that would like to help you. Find out who they are. Contact your city government, Job Service office, church synagogue, or public library for information.

### ***Job Fairs***

The Chamber of Commerce, Job Service, colleges, business associations, large corporations, and high schools often sponsor job fairs or career days. Look for announcements in the newspaper or call to see when job fairs are being scheduled. At these fairs you'll get to meet employers, learn about their companies, and see where you might fit in.

### ***Job Service***

There are about 2,000 state employment offices around the United States. They help job hunters find employment, and they help employers find workers. You can check the computerized Job Bank to see what job opportunities are available. You can also discuss your goals with a trained staff member who will provide counseling and arrange interviews with employers.

### ***Newspaper Want Ads***

The help-wanted section of your newspaper can be used to spot the job you're looking for. It can also be used to spot which companies are hiring. Don't be afraid to approach a company that's hiring. It doesn't matter that they aren't advertising for your particular occupation. What matters most is that they are hiring people.

### ***Trade Directories***

If you're looking for a job in a specific industry, go to the library and ask the librarian to help you find the trade directories. Directories list all the businesses in a certain industry. There are directories for hospitals, publishers, banks, department stores, computer companies, and just about any other industrial group you can think of. Practically every occupation has its own trade journal or magazine. There's a journal for nurses, teachers, writers, bankers, lawyers auto mechanics, engineers, and so on. Check your library to see if they subscribe to a trade journal for your occupation. Most have a help-wanted section.

### ***State Indexes***

Most states publish indexes of all the registered businesses in their state. The index to manufacture would list all of the textile, plastics, computer, appliance, and other manufacturers. The index to retail firms would list all the department stores, pharmacies, restaurants, gas stations, and other retailers. The index to service firms would list all the banks, barber shops, hospitals, law firms and so on. Check your library to see if your state publishes indexes of the businesses in your state.

### ***Local Businesses***

If you want a job in your own hometown, check the membership lists of your local Chamber of Commerce. You might also check with your city or country government for a list of businesses in your neighborhood.





### ***Yellow Pages***

The Yellow Pages of your telephone book is another good place to check for prospective employers. You will get a cross-sectional view of all the businesses in your area, plus a breakdown of businesses by their specialty (beautician, auto repair, veterinarian, and the like).

### ***Internet***

Whether you are looking for a job locally, nationally, or internationally, the internet has thousands of job banks and employer information. Many companies list employment opportunities on their homepage. Search by company, location or job title to find the many sites available to you.

### ***Why 20 Employers?***

It's a numbers game. If you market yourself to 20 employers at one time, you should land one job interview. Statistically, you should expect a five to six percent success rate. Five percent of 20 employers is one. Market yourself to less than 20 employers and your success rate will be less than one.

