

Transferable Skills

Transferable skills	Situations when used in school	Situations when used in an occupation
1. Meeting deadlines	_____	_____
2. Listening	_____	_____
3. Expressing yourself verbally	_____	_____
4. Expressing yourself in writing	_____	_____
5. Remembering	_____	_____
6. Working independently	_____	_____
7. Taking notes	_____	_____
8. Writing in an organized manner	_____	_____
9. Organizing	_____	_____
10. Making decisions	_____	_____
11. Solving problems	_____	_____
12. Using criticism for growth	_____	_____
13. Being dependable	_____	_____
14. Being responsible	_____	_____
15. Working as part of a team	_____	_____
16. Planning ahead	_____	_____
17. Negotiating	_____	_____
18. Being motivated	_____	_____
19. Leading	_____	_____
20. Arriving on time	_____	_____

Source: *Developmental guidance classroom activities*, Vocational Studies Centre, University of Wisconsin-Madison, 1991. Reprinted with permission.

Grade 8 Module: Educational Planning
Handout No. 4 "Transferable Skills"