Work and Career Readiness

NAME: _____ DATE: _____

My Transferable Skills

Preview this document and note the main topics and ideas. Use these activity pages to take notes and record ideas as you learn. Be sure to save the document with a logical file name in your personal workspace so you can refer back to it later.

Key Terms

Write definitions for the key terms.

Key Terms	Definition
professionalism	
employability	
technical skills	
soft skills	
transferable skills	

Junior Achievement®

Warm-Up: Workplace Skills

Skills to Pay the Bills

List two of the six skills **while watching the video** "Skills to Pay the Bills."

1.

2.

List the remaining four skills **after watching the video**.

3.

4.

5.

6.

Junior
Achievement®

Skills That Transfer

My Transferable Skills Activity

1. Put a check next to each transferable skill you think you have now. If needed, write-in any additional skills.

☐ Positive attitude ☐ Creativity

☐ Communication skills ☐ Flexibility

☐ Teamwork ☐ Time management

☐ Problem solving ☐ Organization

☐ Interpersonal skills ☐ Self-direction

☐ Professionalism ☐ Leadership

☐ Digital skills ☐ _____

☐ Critical thinking ☐ _____

2. List the transferable skills you would like to develop.

You can continue to develop transferable skills in your classes, when working on projects, and through extracurricular activities.

Digital Skills and Tools

My Digital Tools Activity

List the digital tool needed to get each part of the job done.

1.

5.

2.

6.

3.

7.

4.

8. z

Junior Achievement®

Wrap-Up: Strive to Thrive

Big Ideas

Review the big ideas from this session.

☐   For work, certain soft skills and digital skills will be valuable regardless of your career.

☐   You have already started to develop transferable skills.

☐   You will probably have to learn and work remotely, and employers will expect you to have digital skills and to use digital tools when working that way.

Reflect

Answer the questions.

1. Which of your transferable skills do you feel are your strongest? Which ones do you plan to work on?

2. Which digital skills do you have now that you think you may be able to use in a future career?

Junior Achievement®