Work and Career Readiness

My Transferable Skills

Introduction

This session enables students to recognize that skills they learn now will be useful in both their personal life and their future career. They learn about the digital skills needed to work remotely.

Session at a Glance

Big Ideas

- 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.

Learning Organizer

The following activities are included in this session. These facilitation instructions include detailed instructions for facilitating all activities.

Learning Outline

Activity Overview	Objectives	Materials	Time
Warm-Up: Workplace Skills Students learn that they will use different kinds of skills in their careers.	• Recognize appropriate skills for the workplace.	Onscreen Presentation: My Transferable Skills Student Activity: My Transferable Skills	5 minutes
Skills That Transfer Students learn about the different types of skills needed for employability and the importance of transferable skills.	• Identify transferable skills and their importance.	Onscreen Presentation: My Transferable Skills Student Activity: My Transferable Skills	20 minutes
Digital Skills and Tools Students identify the digital skills and tools needed to learn, work, and collaborate in-person and remotely.	• Recognize the importance of having digital skills and using professional digital tools and programs.	Onscreen Presentation: My Transferable Skills Student Activity: My Transferable Skills	15 minutes
Wrap-Up: Strive to Thrive Students review the big ideas from the session and reflect on their learning.	N/A	Onscreen Presentation: My Transferable Skills Student Activity: My Transferable Skills	5 minutes

Preparation and Materials

Before the session, do the following:

☐ Access and review the session materials from JA Connect™ Learning Platform, including the onscreen presentation and student materials.

- Click-through the onscreen presentation; practice navigating and using the interactive features; open and preview any videos or Web resources.
- Become familiar with the key terms defined in the session.

☐ Prepare to give students digital access to (recommended) or copies of the student materials.

☐ Consider preparing a story to share with students about how working remotely differed for you from working on-site in your job. Or, if you wish, share a humorous story about something that went wrong, such as a dog barking during an important call.

Materials Guide for This Session

Teacher/Volunteer Materials

Materials	In-person, face-to-face	Remote virtual
Guide for Volunteers and Teachers: My Transferable Skills (Printable) (This document) Session information, setup, and talking points for volunteers or teachers to implement the session in a printable format	✓	
Guide for Volunteers and Teachers: My Transferable Skills (Digital) Session information, setup, and talking points for volunteers or teachers to implement the session in a digital format – designed for any device and "second screen" use	✓	✓
Onscreen Presentation: My Transferable Skills Instructional content in interactive slides designed for volunteers or teachers to project or share onscreen	✓	✓

Student Materials

Materials	Downloadable document	Fillable document
Student Activity: My Transferable Skills Digital handout for students to write notes and complete activities	✓	✓

Junior Achievement®

Facilitation Instructions

Use the following talking points and instructions to help you implement the session and facilitate student learning.

WARM-UP: WORKPLACE SKILLS	5 min.

Objectives

Onscreen Presentation Slides
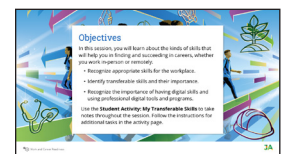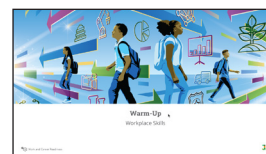
1. Welcome students to the session. Tell them that in this session, they will learn about the kinds of skills that will help them in finding and succeeding in careers, whether they work in-person or remotely.

2. Briefly review the objectives for this session with students:

   - Recognize appropriate skills for the workplace.
   - Identify transferable skills and their importance.
   - Recognize the importance of having digital skills and using professional digital tools and programs.

3. Direct students to the **Student Activity: My Transferable Skills** and ask them to download and save the document with a new file name. They will use the student activity file to take notes and demonstrate their learning.

Skills to Pay the Bills

1. Share with students that they are going to watch a brief video featuring six speakers. Each speaker will list one skill that employers want in their employees and workers.

2. Tell students to record two of the six skills on their **Student Activity: My Transferable Skills** while they watch the video.

3. Watch the video "Skills to Pay the Bills" with students.

   Who would like to share one of the skills they recorded?

4. Review all six skills from the video:

   - Positive attitude and enthusiasm
   - Good communication skills (listen to and communicate with others)

Facilitation Tip
If you will be leading a virtual session, share your expectations for participation with students before you begin, including your rules for using audio, chat, and webcam features.
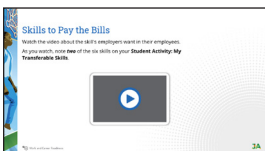
Facilitation Tip
You may ask students to share what big ideas they remember from any previous sessions they have completed from this program.

- Teamwork
- Creative problem-solving skills
- Networking (building work-related relationships)
- Professionalism

5. Ask for student volunteers to describe what **professionalism** means in their own words. Then define the key term, as needed.

- **professionalism**: the behavior and skills employers expect of workers

SKILLS THAT TRANSFER | 20 min.
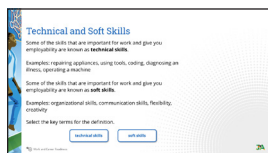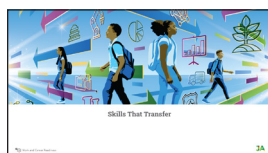
The Importance of Professionalism and Skills

1. Engage students in a discussion about the different types of skills and their importance using the following questions:

? Have you ever seen people—maybe athletes, musicians, or other performers—show off their really great skills?

💬 Just as skills are needed to do jobs like sports and performing, skills are needed to do almost every job.

? Why is having professionalism and skills important?
Having professionalism and skills helps people find and keep a job.

2. Ask students what they think the key term **employability** means. Then define the key term as needed.

- **employability**: the skills and personal attributes to be able to find and keep a job

? What skills are important for work and give you employability?
Answers will vary. Listen for students to give examples of technical skills and soft skills.

3. Point out that some of the skills students mentioned as being important are known as **technical skills**, and repeat back the examples they gave.

4. Ask students to guess, in their own words, what the key term **technical skills** means, and then provide the definition as needed.

- **technical skills**: abilities and knowledge needed to perform specific tasks

Junior Achievement®

5. Point out that some other skills students mentioned as being important are known as **soft skills**, and repeat back the examples they gave.

6. Ask students to guess, in their own words, what the key term **soft skills** means, and then provide the definition as needed.

   • **soft skills**: personal attributes and abilities that are needed in most jobs

   💬 *Some* **careers require technical skills, but** *most* **careers require soft skills.**

   ❓ **Can you think of some other soft skills that employers might find valuable?**

   Answers will vary, but may include: positive attitude, communication skills, teamwork, problem solving, interpersonal skills, professionalism, critical thinking, creativity, flexibility, time management, organization, self-direction, leadership.
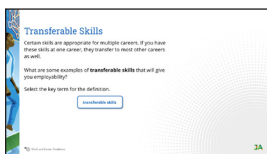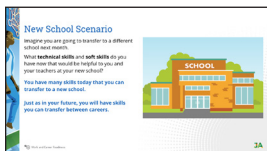
New School Scenario

1. Explore the concept of transferable skills with the following scenario.

   ❓ **Imagine you are going to transfer to a different school next month. What technical and soft skills do you have now that would be helpful to you and your teachers at your new school?**

   Answers will vary. Listen for students to mention their technical skills such as their abilities in mathematics, writing, reading, science, foreign languages, computer skills, and remote learning skills (using Web-conferencing and online tools) and their soft skills such as study skills, note-taking skills, doing homework, being on time, being organized, social and communication skills, working in groups, and understanding how to behave in school.

   💬 **You have many skills now that you can transfer to a new school. Just as in your future, you will have skills you can transfer between careers.**

2. Ask students to share, in their own words, what the key term **transferable skills** means, and then provide the definition, as needed.

   • **transferable skills:** skills used in one career that can also be used in another

   💬 **Certain skills are appropriate for multiple careers. If you have these skills at one career, they transfer to most other careers as well.**

? **What are some examples of transferable skills that will give you employability?**

Answers will vary but may include: strong communication skills, adaptability, flexibility, honesty, digital skills like knowing how to communicate through email and common software and devices, being responsible online, working remotely.

... **When you develop transferable skills, you'll have a head start on any career you might choose.**
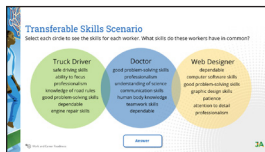
Transferable Skills Scenario

1. Look at the example of the three workers with very different careers.

? **What skills do these workers have in common?**

They are all dependable, have professionalism, and have good problem-solving skills, which are all transferable skills.

... **Transferable skills will help you no matter which career you choose. A truck driver, Web designer, and doctor may not have the same technical skills. But, they all need to have transferable skills to do their jobs well, such as honesty, time management, and self-direction.**

2. End the discussion by pointing out to students that the skills they have now form the foundation for many skills that are valuable in both personal and work lives.

... **You have continued to develop new skills throughout your life. As children you learned how to listen, how to speak politely, and how to share. Today, you use those skills in many parts of your life. And as you continue to mature, you'll use more advanced versions of these skills.**

TIME PERMITTING

Group Project Scenario

Have students consider the following scenario.

... **You are working in a group on an important school project. There is an argument about the best way to do the project, and one group member gets very angry and refuses to help anymore on the project.**
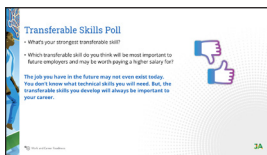
? **What transferable skills would be useful to calm the situation and get the group focused back on the project?**

Answers will vary but may include: leadership skills, communication skills, teamwork, flexibility, problem-solving skills.

Facilitation Options
- **In-person, face-to-face:** Have students discuss the scenario in small groups. Divide students into small groups in the classroom.
- **Remote virtual:** Discuss the scenario together as a whole class.

My Transferable Skills Activity

1. Tell students that this activity will help them reflect on their own transferable skills.

2. Direct students to the My Transferable Skills Activity section on their **Student Activity: My Transferable Skills**.

3. Ask students to select the transferable skills they have and then list the transferable skills they would like to have and want to develop.

4. Poll students for their thoughts about their transferable skills with the following questions:

Facilitation Options
- **In-person, face-to-face:** Have students vote for their choices through a show of hands.
- **Remote virtual:** Have students vote for their choices by posting in the chat or by using an online polling tool of your choice.

💡 **Facilitation Tip**
Read aloud, explain, and give examples of each transferable skill listed on the **Student Activity: My Transferable Skills**. Ask students to select each transferable skill that they think they have as it is explained.

💡 **Facilitation Tip**
If students identify technical skills, gently remind them that technical skills do not necessarily transfer between careers.

? **What's your strongest transferable skill?**

? **Which transferable skill do you think will be most important to future employers and may be worth paying a higher salary for?**

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

5. Finish the activity by stressing the importance of transferable skills.

💬 **The career you have in the future may not even exist today. You don't know what technical skills you will need. But, the transferable skills you develop will always be important to your career.**
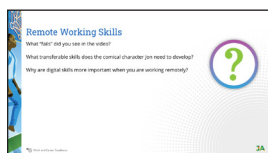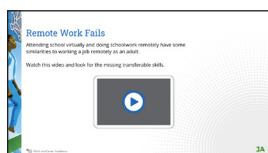
Take a Break

Provide students with a quick stretch and brain break with the fun fact.

DIGITAL SKILLS AND TOOLS	15 min.

Remote Work Fails

1. Discuss with students their learning experiences in different environments.

2. Explain that attending school virtually and doing schoolwork remotely have some similarities to working remotely as an adult at a job. Acknowledge that, when working remotely as a student or an adult, sometimes things go wrong.

    📖 **If you wish, share a brief story about how working remotely differed for you from working on-site in your job. Or, if you wish, share a humorous story about something that went wrong such as a dog barking during an important call.**

3. Tell students they will watch a video showing someone who does not make good decisions while working remotely.

4. Watch the video "Remote Work Fails" with students.

    ❓ **What "fails" did you see in the video?**

    being late, having an inappropriate background, wearing inappropriate clothing, being unprepared, not knowing if camera is on or if muted, displaying rude behavior (drinking from a bowl, taking a remote meeting into the bathroom)

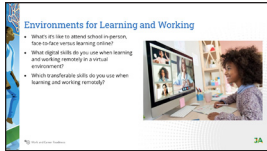   ❓ **What transferable skills does the comical character Jon need to develop?**

    communication skills, teamwork, problem solving, professionalism, critical thinking, time management, organization, self-direction, leadership, digital skills
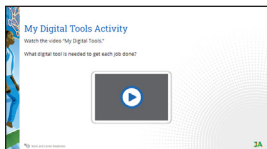
    ❓ **Why are digital skills more important when you are working remotely?**

    You need the digital skills such as computer skills, using Web-conferencing and online tools to be able to get work done remotely.

Junior Achievement®

Environments for Learning and Working

Have students reflect on their experiences of learning in-person, face-to-face versus learning remotely in a virtual environment by using the following questions to spark the discussion:

？ What's it like to attend school in-person, face-to-face versus learning online?

Answers will vary. Listen for students to talk about the different skills they use in the different learning environments, which environment they prefer and why.

？ What digital skills do you use when learning and working remotely in a virtual environment?

Learning and working remotely require digital skills to understand how to operate necessary devices and tools, including safe usage practices, for effective communication, collaboration, and creation and presentation of information.

？ Which transferable skills do you use when learning and working remotely?

You need the same transferable skills when working remotely that you need in an in-person, face-to-face environment, including a positive attitude and skills in time management, organization, communication, and problem solving.

> **Facilitation Tip**
> If students only have experience with learning in-person, face-to-face, ask them to imagine what it would be like to learn remotely based on their online experiences.

My Digital Tools Activity

1. Direct students to the My Digital Tools Activity section of their **Student Activity: My Transferable Skills**.

2. Watch the video "My Digital Tools" and pause each time the question is asked: "What digital tool should I use?" Ask students to volunteer and discuss their answers.

   (1) mobile phone calendar, (2) remote video conferencing, (3) search engine, (4) spreadsheet program, (5) paint program, (6) audio app, (7) word processing software, (8) presentation software

3. Ask students to list the digital tool needed to get each job done on their **Student Activity: My Transferable Skills.**

4. **(TIME PERMITTING)** Ask students for examples of digital tools they regularly use, such as Zoom, Google Docs, Microsoft Excel, and Microsoft PowerPoint.

? **Why is it important to be able to use digital tools and to have digital skills?**

Knowing how to use digital tools increases employability.

⋯ **Employers will expect you to have digital skills and to use technology remotely. Whether it be in-person or onscreen, you want to practice and demonstrate those skills that can help you get and keep a job.**

WRAP-UP: STRIVE TO THRIVE	5 min.
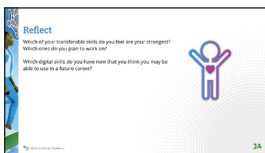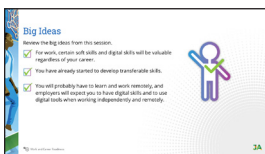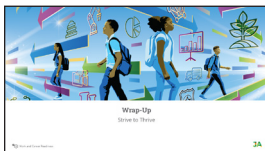
Big Ideas

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

Encourage students to reflect on what they have learned in this session by discussing the following questions:

> **Facilitation Options**
> - **In-person, face-to-face:** Facilitate a discussion using the reflection questions to spark conversation.
> - **Remote virtual:** Assign the reflection questions as a written response for students to complete in the **Student Activity: My Transferable Skills** to be submitted.

? **Which transferable skills do you feel are your strongest? Which ones do you plan to work on?**

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

Junior Achievement®
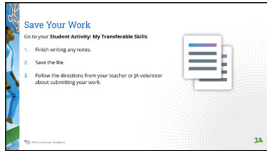
Save Your Work

Direct students to complete any work. Remind them to save their work with a logical file name in their personal workspace so they can refer back to it later.
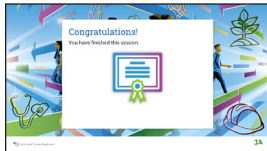
Congratulations!

Congratulate students on finishing the session.