

Transferrable Skills

The Soft Skill Approach

You may think that transferrable and soft skills are two different things but more often than not they are one in the same. For example a transferrable skill is something a Job Seeker does outside a work setting that can be used in a workplace. An example of this is if the Job Seeker is an avid “gamer” he/she has tremendous skills to take to the workplace. Some of these skills are hand eye coordination, dexterity, and being technologically savvy just to name a few. These particular skills are very valuable and are require for many different jobs.

The same goes for soft skills. Let’s say a Job Seeker has a particularly engaging and friendly personality, this is a transferrable skill. There are many different positions available in need of friendly staff. Once you have pinned down the Job Seekers other attributes a job could be close at hand in customer service, administration, or any number of positions.

In order to discover a person’s transferrable skills an Employment Professional needs to develop a “Discovery Process” which includes evaluating traits like core values and work preferences as well as task analysis. Take the time to see what the Job Seeker does, do they bowl? Swim? Skate? Play bingo? Fish? All of these activities show you their transferrable skills; it takes time and dedication on the part of the Employment Professional to discover the transferrable skills of the Job Seeker.

Remember though, just because you think the transferrable skill set a Job Seeker has is best suited to a particular job doesn’t mean the Job Seeker will feel the same way. For example, a Job Seeker is friendly, loves food and beverage, and has a reasonable command of the written word; all necessary skills to work in the service sector. The



Employment Professional says to the Job Seeker, "Great news, I got you a job as a serving person at Denny's". The Job Seeker may not be happy as they have no desire to work in the food service industry.

Once you have found the Job Seekers transferrable skills you then have to find out how to make them work in one of the areas they would be pleased to work in. This website has many tools to help discover the potentials and interests of a Job Seeker (<http://www.career-coach.ca/Welcome.html>).