**Worksheet 1 - Categorizing Workplace Skills**

**Instructions:**

1. Get into groups of
2. Each group will receive a list of workplace skills.
3. Categorize the skills into the appropriate categories: Technical, Soft, or Transferable.
4. Discuss within your group and agree on the reasoning behind your categorization.
5. Prepare a brief presentation to share your categorization and reasoning with the class.

Workplace Skills:

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| Problem-solving  Microsoft Excel proficiency  Time Management  Communication  Creativity  Networking | Conflict Resolution  Data Analysis  Teamwork  Decision-making  Negotiation  Writing and Editing  Project Management | Customer Service  Java Programming  Adaptability  Leadership  Sales and Marketing  Critical Thinking  Public Speaking |

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| Technical Skills | Soft Skills | Transferable skills | Reasoning |
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