**Worksheet 2.2.1 Identify Your Skills**

Ninety percent of people interviewed cannot answer “Why should I HIRE you?” The odds are against you in getting the job if you cannot successfully identify and communicate your skills to potential employers. There are three basic types of skills: adaptive, transferable and job-related. All three are important in identifying your range of skills.

|  |
| --- |
| **Section 1: Adaptive Skills** |
| This type of skill: |
| - Describes your personality, traits and characteristics | | |
| - Allows you to adapt to new situations | |
| - Makes a good worker |

Review the following list and put a tick beside any skills you have. You can put NA if you never have the opportunity to use the skill. Key Skills are those skills that employers find particularly important. If one or more of the Key Skills apply to you, mentioning them in an interview can help you greatly.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key Skills** |  |  |  |  |
| Being productive |  |  | Meeting deadlines |  |
| Good attendance at work |  |  | Punctuality |  |
| Honesty |  |  | Team player |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Other Skills** |  |  |  |  |
| Ambitious |  |  | Open-minded |  |
| Assertive |  |  | Patient |  |
| Calm |  |  | Problem-solving |  |
| Cheerful |  |  | Reliable |  |
| Competent |  |  | Resourceful |  |
| Confident |  |  | Responsible |  |
| Conscientious |  |  | Results-oriented |  |
| Creative |  |  | Self-motivated |  |
| Efficient |  |  | Tactful |  |
| Enthusiastic |  |  | Thorough |  |
| Flexible |  |  | Well-organised |  |
| Hardworking |  |  | *Add any other relevant skills:* | |
| Helpful |  |  |  |  |
| Humble |  |  |  |  |
| Independent |  |  |  |  |

**Your Top Three Adaptive Skills**

Select three skills you checked that you think are most important to an employer.

List these skills below.

They are some of the most important things to bring up in an interview:

|  |  |
| --- | --- |
| 1 |  |
| 2 |  |
| 3 |  |

|  |  |
| --- | --- |
| **Section 2: Transferable Skills** | |
| These skills: | |
| - Can be used in a variety of jobs | | |
| - Are often called "universal" skills |
| - Can be transferred from one job to another | | | |

Review the following list and put a tick beside any skills you have. You can put NA if you never have the opportunity to try this skill. Remember, however, this list does not aim to cover the hundreds of skills you have learned and used at home and in school, hobbies, leisure activities, volunteer and paid jobs. Again, the Key Skills are the ones employers find particularly important.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key Skills** |  |  |  |  |
| Accepting responsibility |  |  | Listening |  |
| Analysing |  |  | Managing |  |
| Computer literacy |  |  | Negotiating |  |
| Decision-making |  |  | Organising |  |
| Delegating |  |  | Writing |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Other Skills** |  |  |  |  |
| Achieving results |  |  | Inspecting |  |
| Administering |  |  | Installing |  |
| Advising |  |  | Integrating |  |
| Articulating |  |  | Interviewing |  |
| Assembling |  |  | Investigating |  |
| Budgeting |  |  | Measuring |  |
| Calculating |  |  | Monitoring |  |
| Categorising |  |  | Persuading |  |
| Checking for accuracy |  |  | Proofreading, editing |  |
| Collecting |  |  | Repairing |  |
| Compiling |  |  | Researching |  |
| Constructing |  |  | *Add any other relevant skills :* | |
| Computing |  |  |  |  |
| Designing |  |  |  |  |
| Evaluating |  |  |  |  |
| Hiring |  |  |  |  |

**Your Top Five Transferable Skills**

Review your list of Transferable Skills carefully.

Select the top five skills you want to use in your job and list them below.

|  |  |
| --- | --- |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

|  |
| --- |
| **Section 3: Job-related Skills** |
| These skills: |
| - Are required for a particular job | |
| - Usually require some training or experience | | | |
| - Are often used for screening applicants | | |

**NB: As you may not have the relevant experience/ exposure at this point in time, you can list down the job-related skills that you need to develop (hint: your lecturers teaching your diploma will be able to share with you some of these job-related skills relevant to your diploma)**

Use the space below to list the specific Job-related Skills you have from previous jobs, hobbies, CCAs, training or other life experiences.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

After completing this exercise, you can proceed to update your ICA1 Career Plan - Section 1.3 (a). You can refer to ICA1 Guide for instructions.

**Worksheet 2.2.2 Identify Your Achievements**

This exercise will help you identify the skills/ attributes that you have.

List five of your achievements, accomplishments, honours or awards. For each of the item, identify the skills/ attributes you possess that enable you to have this achievement, accomplishment, honour or award. For e.g. good results – hardworking; scored a goal in soccer – good team player; award for product design – good designing skills

|  |  |  |
| --- | --- | --- |
| S/No. | Achievements/  accomplishments  /honours/awards | Skills I possess which lead to these achievements/ accomplishments  /honours/awards |
| *E.g.* | 1. *Good results* 2. *Scored goal in soccer* 3. *Won debate competition* 4. *Award for product design* 5. *Class treasurer* | 1. *Hardworking (Adaptive skills)* 2. *Good team player (Adaptive skills)* 3. *Good persuader (Transferable skills)* 4. *Good designing skills (Job-related/ Technical skills)* 5. *Good in budgeting (Transferable skills)* |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |