

THE ALTERNATIVE CAREERS FAIR

STIR UP YOUR FUTURE SKILLS WORKSHEET

INSTRUCTIONS

Employers place considerable value on transferable skills which are often seen as 'high priority' when recruiting new staff. Think of your dream job. Dream big, don't hold back. Write it here:

TASK

Read through the 9 transferable skills below and then complete the diamond 9 to rank how important each skill is for your dream job.

EXTENSION

Explain your reasons why next to each box.

TRANSFERABLE SKILLS

PROBLEM-SOLVING

The ability to identify a problem, find the cause of the issue and then implement a strategy to resolve the problem.

SELF-MANAGEMENT

The ability to manage and prioritise your workload, time, and continuing development.

COMMUNICATION

The ability to write accurately and speak dynamically in a clear and concise manner in a variety of situations.

CREATIVITY

The ability to come up with new, innovative ideas or think 'outside of the box' to find a solution to a problem.

TEAMWORK

The ability to work well with others in a group or team to achieve common goals.

NETWORKING

The ability to be proactive and get involved with different activities to make contact and build relationships with lots of new people.

ANALYTICAL THINKING

The ability to review lots of different sources of information to take large problems and break them down into smaller ones.

LEADERSHIP

The ability to lead certain situations and coach, empower, and support those around you.

RESILIENCE

The ability to overcome challenges in a positive and productive way.

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Use this Diamond 9 sheet to rank different transferable skills. The skill you feel is the most important to your chosen area of work goes into the top of the diamond, the least important goes into the bottom, and the remaining skills are ranked in-between.

The form consists of nine empty rounded rectangular boxes arranged in a diamond shape. The top row has one box. The second row has two boxes. The third row has three boxes. The fourth row has two boxes. The bottom row has one box.