

TRANSFERABLE SKILLS



Our world is continually changing, and so do our jobs. Many occupations are now almost forgotten, while new ones seem to appear every day. However, by the next year or decade, things that are now important will no longer be needed.

Which skills are then useful to have? Are there any universal ones that can help you move from one job to another? Yes, and they are called transferable skills. If you have them, you can easily transfer from one working place to another or even from one career to another.



One of the most important skills is how we work with others, or **TEAMWORK**. To be a good team member, we need to communicate properly. Whatever we say should be clear and concise, but also take other people into consideration. This means we need to listen, hear, and understand them – develop our interpersonal skills. It does not mean we have to agree with others all the time, but find empathetic ways to collaborate.



CRITICAL THINKING is a way in which we approach facts to make a judgment. We should ask smart questions, do our research, and make educated guesses to solve a problem. Research, or finding out things on our own, is a skill that is of key importance. In today's world, there is plenty of information, but we must learn how to find the one we actually need.



Another important skill is BEING ORGANIZED. This can cover many different areas. For example, time management means that we can plan how long to spend on different activities or tasks. It can also refer to having a clean working space, or being neat. This helps us our work faster, and benefits people we work with. Organization is reflected in proficient writing, too. Many well-paid jobs require us to form thoughts into a text, and properly apply grammar and spelling.



CREATIVITY can be about coming up with different ideas, but also about making these ideas a reality. Creative people make new things and find innovative solutions. This is why thinking “out-of-the-box” is so important. Creativity has another side as well: flexibility. When we are flexible, we come up with ways to adapt to new circumstances and accept change.

According to Wikipedia, DIGITAL LITERACY is “the ability to find, evaluate, and compose clear information on various digital platforms”. This means that we use computers, internet platforms, social media, and mobile devices to improve our performance. It is not just technical knowledge that is useful. We should also understand the digital culture: processing data and content, communicating and having a digital identity, and being safe and secure in digital surroundings.

INITIATIVE means that we are independent in our work – that we do not need others to always tell us what to do. It can also include project managing, or having the tools to bring our vision to life. Some of the ways are to use the time and money carefully, to plan and do experiments, and complete projects we start.

It does not mean we have to do everything alone. We will, however, be more successful if we develop some LEADERSHIP qualities: discovering which of our colleagues are good at which type of work, motivating others, and helping them with their projects. This is the most complex transferable skill, so it is highly appreciated. Of course, not everyone can be a leader, but we can try to do our best.

Questions:

- 1) What are the seven transferable skills mentioned in the text?
- 2) Why are they called “transferable” or “universal”?
- 3) Which is the most difficult one?
- 4) Which do you think is the most modern one?
- 5) Which two are, in your opinion, most important and why?
- 6) What subjects at school help with each of these skills, and in which ways?

Tasks:

- 1) Order the skills from those that come most naturally to you, to those that you find difficult.
- 2) Work in pairs: Ask your classmate for some simple advice to develop the skills you lack.
- 3) Give a presentation on one thing you do well and give examples to help others who might struggle with it.