Unit Three: Job Skills

**Top 10 Transferable Skills**

**Employment Skills = Transferable Skills = Essential Skills**

Employment skills are also called “Transferable Skills”.  They can be transferred from one job to another.  You start to learn these same skills at school, on a sports team or at home and then transfer them to a career.  **These skills are used and developed in all areas of your life**.  Developing these skills can help you be successful in your career, as well as in your personal life (school, home, sports, friendships).

**Why are employment (transferable skills)  important to you?**

No matter what career you have, these skills are important to ALL employers. Employers consider employment skills as important as job-specific or technical skills.  Remember, most working people will make numerous career changes during their lifetime. Having these skills will make the difference between getting the job or not; getting the pay raise or not; getting the promotion or not.

**Top 10 Employability-Transferable-Essential Skills:**

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| --- | --- |
| 1.  Communication Skills | 6.  Learning Skills |
| 2.  Teamwork Skills | 7.  Computer Skills |
| 3.  Time Management Skills | 8.  Listening Skills |
| 4.  Problem-Solving Skills | 9.  Creativity Skills |
| 5.  Organization Skills | 10.  Leadership Skills. |

**Activity 3:** [**Case Studies**](http://sitebuilder.yola.com/restricted_view/site_design/8a49866b31d79ae70131f2d6194c2c61/resources/U3-A3-Top-Employability-Skills.doc) **Which skill can you use in each situation?  Where can you learn these skills now?**

Will Smith-Running & Reading (The Key to Life)

http://www.youtube.com/watch?v=KEMEBBwO6J8&feature=player\_embedded