

# LINX EDUCATIONAL INSTRUCTOR'S GUIDE

## NECESSARY SKILLS FOR THE WORKPLACE: WHAT YOUR MOTHER NEVER TOLD YOU ABOUT PREPARING FOR A JOB

### Activity 1: ASSESS YOUR SKILLS

Some jobs require a variety of skills, while others require limited skills. Everyone has skills; you need to determine the skills that you have that will help you find the right job for you.

**Directions:** Circle the extent of skill you have in each category. The numbers represent your skill level in each area. Zero (0) and 1 are the least skillful; 9 and 10 mean that you are very skilled. Average skill in an area falls in the 4, 5, 6 range. Then, list the specific skills you have in each category.

#### Accounting skills (spread sheets, bookkeeping, etc.)

1    2    3    4    5    6    7    8    9    10

#### Technical/Computer/Word processing skills (can operate 3 or more programs; troubleshooter, etc.)

1    2    3    4    5    6    7    8    9    10

#### Math skills

1    2    3    4    5    6    7    8    9    10

#### Systems skills (can see "visualize" the end result, monitor progress, and improve performance)

1    2    3    4    5    6    7    8    9    10

#### Interpersonal skills (work well with people, team player, can resolve conflict situations, etc.)

1    2    3    4    5    6    7    8    9    10

#### Critical Thinking/Problems Solving skills

1    2    3    4    5    6    7    8    9    10

#### Communications skills: Reading/Writing

1    2    3    4    5    6    7    8    9    10

#### Communication skills: Verbal

1    2    3    4    5    6    7    8    9    10

#### Communications skills: Listening

1    2    3    4    5    6    7    8    9    10

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List specific skills you have in each of the categories. (For example, if you circled 9 in Critical Thinking skills, you may be good at making decisions and arriving at solutions to problem situations.)

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## EMPLOYABLE SKILLS

Employable skills are JOB skills- those things that you can do that will help you get a job. In the previous activity, you identified your skills in a number of different areas. Now, place those skills in one of the following categories:

**Adaptive skills** help you adjust to new situations. Getting along well with other people, for example, is an adaptive skill that will help you move successfully into a new job.

**Transferable skills** can be taken with you from one job or career to another. For example, ability to give effective sales presentations is a skill that is transferable.

**Job-Specific** skills are required for a particular job or occupation. These are skills that are normally learned through training and experience. Job-specific skills are operating a bulldozer, styling hair, or drawing a blueprint.

## Activity 2: EMPLOYABLE SKILLS

**Directions:** Using your identified skills in the previous activity, list these skills in the proper category. Some skills may suit more than one category. For instance, a Job-specific skill like drawing a blueprint may also be Transferable in some situations, such as in interior design.

### ADAPTIVE SKILLS

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### TRANSFERABLE SKILLS

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### JOB-SPECIFIC SKILLS

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ANSWER KEY

## Activity 3: IMPRESS YOURSELF!

**Directions:** 1. Write a paragraph or a story that showcases (illustrates) your many skills, talents, and personal qualities. The idea is to give examples of why you have the skills you do. Describe past experiences, volunteer activities, training, or job functions that provided these skills. Tell about specific situations where a skill or talent was exceptional. 2. Divide into teams of 4 or 5. Share stories with others on your team. List the personal traits, professional qualities, skills, and abilities that your teammates have. Select one person to share his/her story with the rest of the class.