Identifying & Communicating Transferable Skills

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Session Goals

Learn about strategies for identifying your skills and create a plan to develop additional skills

Learn about common skills valued by employers

Understand where and how skills are communicated for career success
The Importance of Knowing your Skills

- Expands your career opportunities
- Helps you select a career path where you will personally thrive
- Increases your confidence
- Increases your chance of success when seeking employment
Identifying your skills

Where and how do people develop skills?

Think back to a time when you learned a new skill:

• How did you learn it?
• What was involved?
• Did someone teach it to you?
• What helped you become better at it?
• How did you know when you had mastered it?
Skills Stories

**Look Inside:** Reflect on a role or experience (volunteer, work, extra- or co-curricular, an academic project)

- What was the role? What did you do?
- Quickly make a list of what comes to mind as to the specific things you did in that role.
- Now look at this list and begin to write next to it, what skills were needed to do that?

**Look Outside:** Ask a friend or co-worker for a different perspective

- What are my top 5 skills/strengths? What skills do I use well? or
- Share your story and ask them to give you feedback on the skills they hear
Defining skills:

Log into the link in the chat to answer the following:

What skills have you developed as a Masters / PhD student?

https://padlet.com/marymcauliffe10/2c0niguga1a8sgut
Graduate Attributes

- Aspiration
- Autonomy
- Career management
- Communication skills
- Creativity
- Critical thinking skills
- Customer awareness
- Digital literacy
- Efficiency
- Emotional intelligence
- Enterprise and entrepreneurship
- Ethics
- Flexibility and adaptability
- Giving and receiving feedback
- Independent thinking
- Initiative and self-direction
- Inter-personal skills
- Language skills (partic. 2\textsuperscript{nd} language skills)

- Multi-tasking
- Numeracy
- Opportunity awareness
- Positive attitude
- Presentation skills
- Problem solving
- Professional knowledge
- Research skills
- Resilience
- Self-management
- Social intelligence
- Team-working
- Time management
- Willingness (and capability) to learn
- Work ethic
- Writing skills

Source: (Artess, Hooley & Mellors-Bourne, 2017)
Mapping Your Experiences and Skills

- **Part time / summer work experience**
  - Camp Counsellor

- **Academic Projects/Courses**
  - Research papers
  - Technical Skills / Knowledge
  - Observation / interviewing Skills
  - Interventions: assessment, treatment, consultation, program planning, evaluation
  - Case Analysis

- **Internships / Placements**
  - Full course load (+ extra curricular)

- **Community/ Volunteering**
  - Admin. Assistant, Not-for-Profit
  - Customer Service
  - Blogging/social media
  - Working with youth group
  - Advocacy

- **Co-curricular Activities or Hobbies**
  - Coaching / mentoring
  - Problem Solving
  - Creativity / design

- **You**

- **Time Management**
- **Flexibility**
- **Resilience**

- **Collaboration / interdisciplinary teamwork**
- **Ministry**
- **Organizational Skills**
- **Adaptability**

- **Qualitative & quantitative analysis**
- **Report Writing Presentations**
- **Technical Skills / Knowledge**

- **CPR**

- **Leadership Program design Teamwork**

- **Interventions:**
  - assessment, treatment, consultation, program planning, evaluation
  - Case Analysis

- **Collaboration / interdiscipliary teamwork**
- **Ministry**
- **Organizational Skills**
- **Adaptability**
Skills Employers Want

What skills are employers looking for?
How to categorize skills?

Research conducted by Harvard University, the Carnegie Foundation and Stanford Research Center, has all concluded that 85% of job success comes from having well-developed soft skills and people skills, and only 15% of job success comes from technical skills and knowledge (hard skills).

### Table 3: Top skills employers look for in entry-level hires

<table>
<thead>
<tr>
<th>Year</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>Collaboration/teamwork/interpersonal/relationship-building</td>
<td>Communication</td>
<td>Problem-solving</td>
<td>Resiliency</td>
<td>Analytical capabilities</td>
</tr>
<tr>
<td>2018</td>
<td>Collaboration/teamwork/interpersonal/relationship-building</td>
<td>Communication</td>
<td>Problem-solving</td>
<td>Analytical capabilities</td>
<td>Resiliency</td>
</tr>
</tbody>
</table>

### Future skills in demand

**Table 4: Comparing skills demand, 2018 vs. 2022, top ten**

<table>
<thead>
<tr>
<th>Today, 2018</th>
<th>Trending, 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analytical thinking and innovation</td>
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</tr>
<tr>
<td>Complex problem-solving</td>
<td>Active learning and learning strategies</td>
</tr>
<tr>
<td>Critical thinking and analysis</td>
<td>Creativity, originality and initiative</td>
</tr>
<tr>
<td>Active learning and learning strategies</td>
<td>Technology design and programming</td>
</tr>
<tr>
<td>Creativity, originality and initiative</td>
<td>Critical thinking and analysis</td>
</tr>
<tr>
<td>Attention to detail, trustworthiness</td>
<td>Complex problem-solving</td>
</tr>
<tr>
<td>Emotional intelligence</td>
<td>Leadership and social influence</td>
</tr>
<tr>
<td>Reasoning, problem-solving and ideation</td>
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<td>Leadership and social influence</td>
<td>Reasoning, problem-solving and ideation</td>
</tr>
<tr>
<td>Coordination and time management</td>
<td>Systems analysis and evaluation</td>
</tr>
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</table>


Resources: What skills are needed for your career?

- Career Navigator - [https://careernavigator.studentlife.utoronto.ca/](https://careernavigator.studentlife.utoronto.ca/)
- Career Cruiser - [https://cln.utoronto.ca/home.htm](https://cln.utoronto.ca/home.htm) - go to resources
- Industry reports / Labor Market information (e.g. Jobbank, Glassdoor), Company information
- Review profiles of industry professionals: 10k coffees (U of T hub), LinkedIn
- Analyse job adverts
- LinkedIn skills Tool - [https://linkedin.github.io/career-explorer/](https://linkedin.github.io/career-explorer/)
- Attend on-line industry / professional events
- Join professional associations
Ways to develop skills

- Attend virtual events e.g. Adobe summit, Salesforce Connections
- Take a free digital course (Coursera, edX, LinkedIn Learning, Pluralsight, MoMA, GitHub Learning Lab, MasterClass, The Great Courses, Mango Languages, Toronto Public Library)
- E-Books:CLNx – Resources (Careers in .....)
- Engage in a passion project
- Earn a new Certification (https://onlinelearning.utoronto.ca/coursera/)
- Attend online webinars (CLNx)
- Build your online presence / social media brand
- Volunteer
- U of T Clubs
- U of T Continuing Studies
<table>
<thead>
<tr>
<th>Skills I want to develop</th>
<th>Why is it important?</th>
<th>What resources/support will I use?</th>
<th>How will I know that I have achieved my goal?</th>
<th>What is my deadline?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Speaking</td>
<td>I want to work with teams and I need to be more comfortable and confident speaking in front of groups.</td>
<td>U of T Public Speaking Club, Toastmasters, Presentation Skills course on Coursera</td>
<td>I will feel more comfortable making presentations at work / in-class.</td>
<td>April 2021</td>
</tr>
</tbody>
</table>
Where will you communicate your skills?
How do you present skills and experiences from previous non-academic careers to an academic oriented resume?
To develop a strong resume, you need to communicate your skills clearly. Be sure to select the skills that match the employer needs and create brief statements on how you used this skills under your experience.

- **Communicated** through text, email and in-person with a team of .... to....
- **Researched** a variety of ..... 
- **Liaised** with ...... to ..... 

Register for Resume / Cover Letter writing workshops on CLNx
Mapping Key Skills to Your Résumé – T-Chart

<table>
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<th>Required Skill</th>
<th>Your Experience</th>
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- **Résumé Workbook (PDF)** will support you in identifying your top skills from past experiences and provide a brief overview of the key sections of a résumé and cover letter.
- **Résumé and Cover Letter Toolkit (PDF)** has an in-depth overview of the key sections of the résumé and cover letter, along with samples.
Accomplishment Statements

• What are accomplishment statements?
  • Bullet points describing your experiences

• Why write accomplishment statements?

Q. Transferable skills on CVs?
Types of Accomplishment Statements

Qualitative:
- Designed a web-based, interactive manual that is currently in use by residence dons across the University of Toronto

Quantitative:
- Sold tickets for 50/50 raffle draws at Varsity football games, raising $2000 over the season to allow for the purchase of 30 team jerseys
The questions asked at an interview will ask us about our skills in more detail, or will ask us to describe how we would use our skills – when we have practiced telling our stories and have reflected on our past we can do this with a great sense of ease.

- “Tell me about a time when you used your research skills to assist with a project.”
- “If you had a conflict with a co-worker how would you handle it?”

Register for Interview Strategy workshops on CLNx, use the BIG INTERVIEW resource on CLNx or book a 1:1 appointment.
# Mapping Key Skills to Interviews

## T-Chart

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*Interview Strategies Guide* (PDF) will help you identify strategies for creating and responding to potential interview questions.
Networking

- Informational Interviews
- Networking at events
- Credible introduction / elevator pitch
  - What you’re doing now
  - One goal building on skills and/or experience
  - What you’d like to learn from a conversation
- Alumni Chats (CLNx. Resources > Recorded Career Events)

Networking Strategies Workshop - Register on CLNx
Diverse Career Paths

Drawn from LinkedIn Profiles of alumni from Theology backgrounds
Navigating Imposter Phenomenon

• Learn the facts
• Share your feelings
• Celebrate your successes
• Let go of perfectionism
• Cultivate self-compassion
• Share your failures
• Accept it

Next Steps

• Take time to reflect on and identify your skills by considering your education and experience
• Build a skills plan and seek out opportunities to develop new skills, or improve existing skills
• Learn about skills that are valued in your industry to better focus your skill development plan
• Practice how to articulate your skills across a variety of formats, including resumes, interviews, and networking
Thank You & Q & A

Before you leave...

• What is one thing that you will take away from this session?