

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?**



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. 2nd 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

Mapping Your Experiences and Skills

Qualitative & quantitative analysis
Report Writing
Presentations

Research papers



Academic

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Projects/Courses

Technical Skills / Knowledge

Observation / interviewing Skills

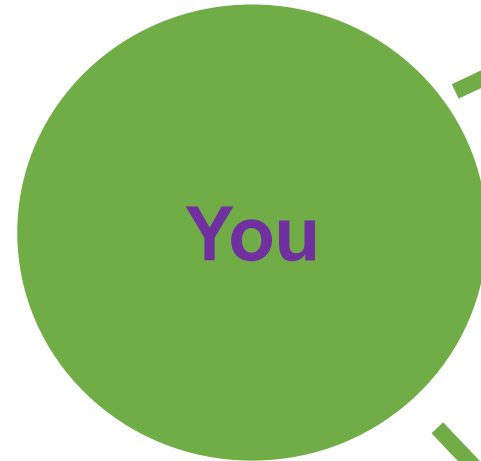
Interventions: assessment, treatment, consultation, program planning, evaluation

Case Analysis

Leadership
Program design
Teamwork
CPR

Time Management
Flexibility
Resilience

Full course load (+ extra curricular)



You

Internships /
Placements

Collaboration / interdisciplinary teamwork
Ministry
Organizational Skills
Adaptability

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

Part time / summer
work experience

Camp Counsellor



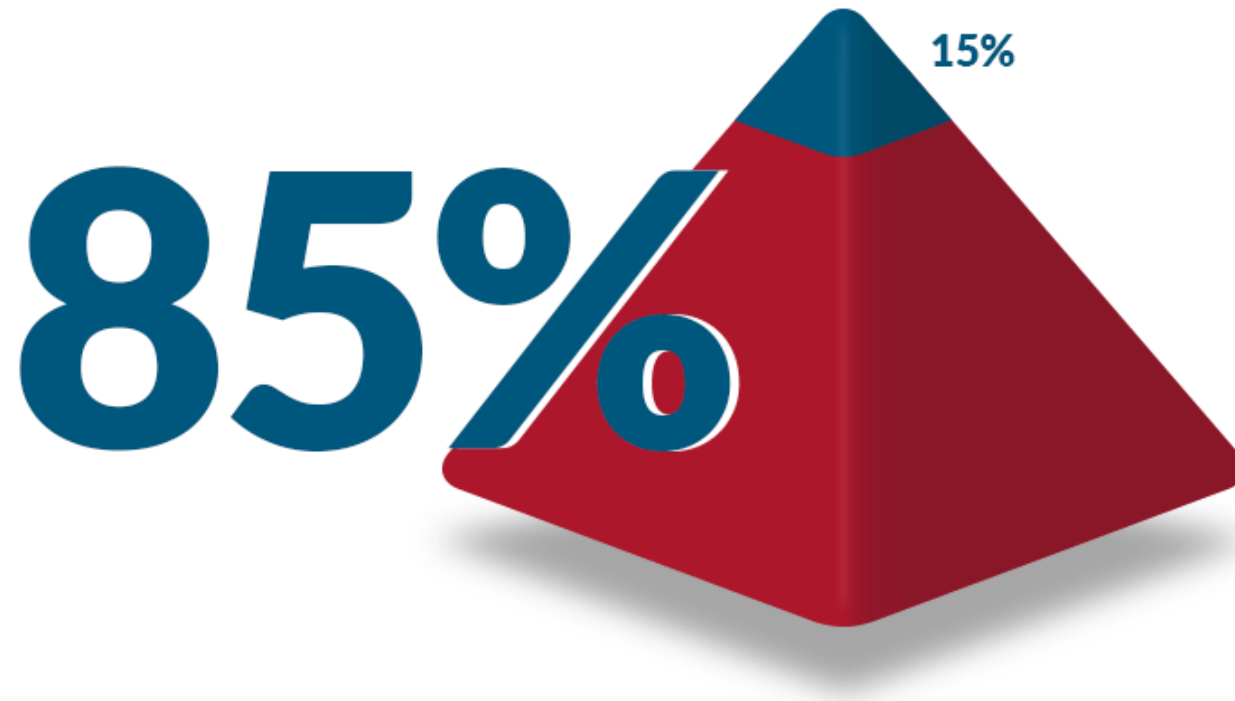
Skills Employers Want

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).



Skills Employers Want – entry level hires (2020)

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

	1	2	3	4	5
2020	Collaboration / teamwork / interpersonal / relationship- building	Communication	Problem-solving	Resiliency	Analytical capabilities
2018	Collaboration / teamwork / interpersonal / relationship- building	Communication	Problem-solving	Analytical capabilities	Resiliency

Future skills in demand

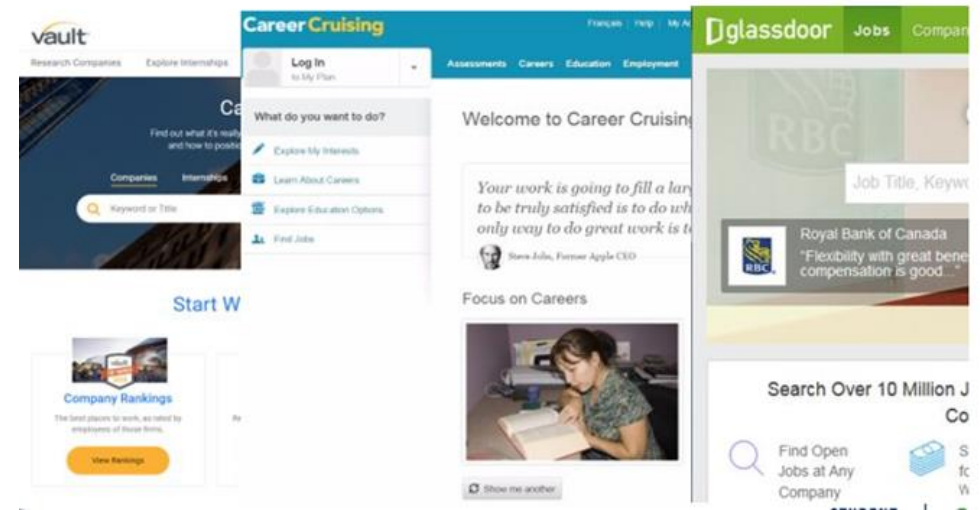
Table 4: Comparing skills demand, 2018 vs. 2022, top ten

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

Source: Future of Jobs Survey 2018, World Economic Forum.

Resources: What skills are needed for your career?

- **Career Navigator** - <https://careernavigator.studentlife.utoronto.ca/>
- **Career Cruiser** - <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/>
- **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, Git Hub 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

Skills Development Plan

Skills I want to develop	Why is it important?	What resources/support will I use?	How will I know that I have achieved my goal?	What is my deadline?
Public Speaking	I want to work with teams and I need to be more comfortable and confident speaking in front of groups.	U of T Public Speaking Club, Toastmasters, Presentation Skills course on Coursera	I will feel more comfortable making presentations at work / in-class.	April 2021

Where will you communicate your skills?



Communicating Skills

Resumes and Cover Letters



Interviewing



Networking



 Social Media



How do you present skills and experiences from previous non-academic careers to an academic oriented resume?

Resume and Cover Letter

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

Required Skill	Your Experience

- [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

Interviewing

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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Required Skill	Your Experience

[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)

*Next Steps Conference – January 25th – 27th 2022. Register on CLNx
Networking Strategies Workshop - Register on CLNx

Diverse Career Paths



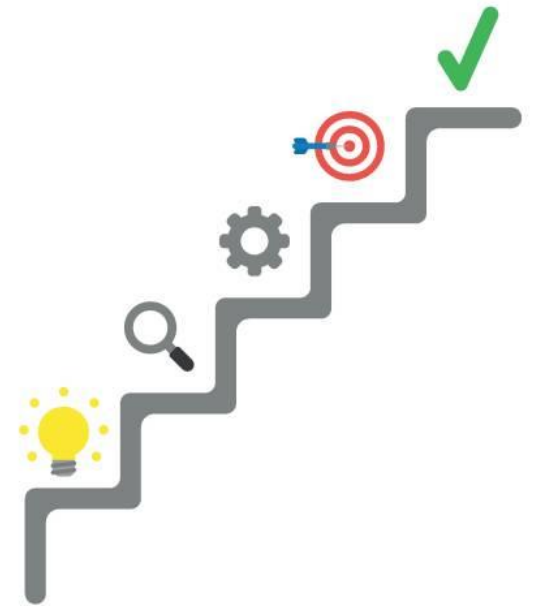
Drawn from LinkedIn Profiles of alumni from Theology backgrounds

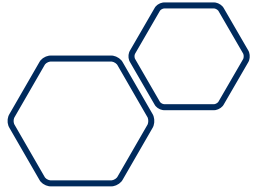
Navigating Imposter Phenomenon

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

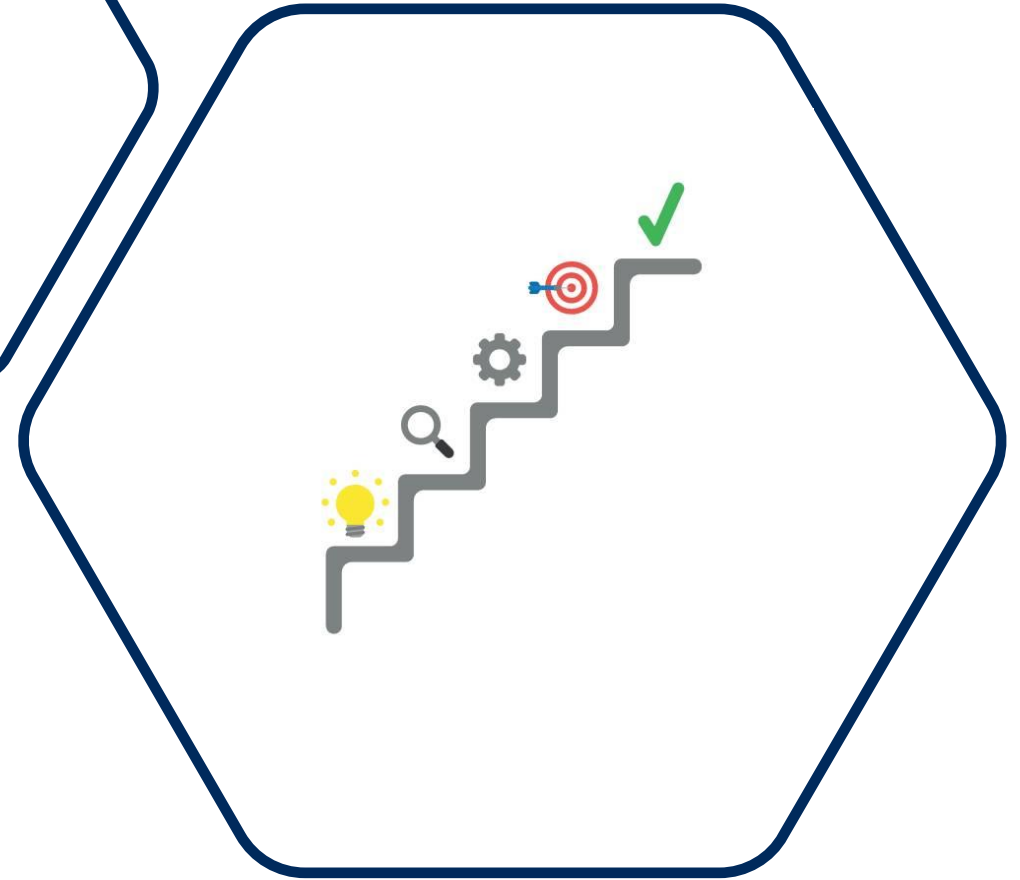
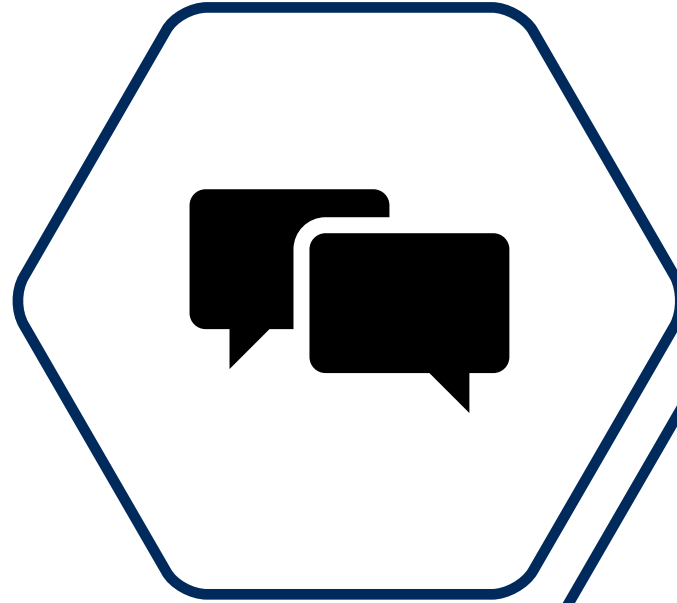
Next Steps

- 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?