



## TITLE: Building a Transferable Skill Set

### What is the course about?

Marketable job skills can be broken down into five basic categories; skills sets that job-seekers can use in showing applicable skills from one job/career to the next. This interactive course explores all aspects of developing a portable skill set. We examine **communication**, including; the skilful expression, transmission and interpretation of knowledge and ideas. Through experiential activities we explore how to speak effectively, write concisely, facilitate group discussion and develop presentation skills. We also examine aspects of **research and planning**, the search for specific knowledge and the ability to conceptualize future needs and solutions for meeting those needs. How to create ideas, identifying problems and develop evaluation strategies. Developing **emotional intelligence** is a key transferable skill; the use of interpersonal skills for resolving conflict, relating to and supporting colleagues. Vital to any workplace experience are the abilities to develop rapport, listen, convey feelings and delegating with respect and we investigate all of these attributes.

We examine **organisation, management and leadership**, detailing the ability to supervise, direct and guide individuals and groups in the completion of tasks and fulfilment of goals. How to initiate new ideas, coordinate tasks, promote change and manage conflict. Day to day aspects are covered in **work survival**; the skills that assist in promoting effective production and work satisfaction. These nuts and bolts are key elements of making the transition from education to employment. We look closely at how to implement decisions, cooperate, manage time, attend to detail and accept responsibility.

### Objectives of the Course:

- To prepare young people for a job market where recent graduates indicate they are changing jobs four times within five years of leaving education
- To enable participants to articulate the skills they have developed as they relate to new opportunities
- To develop a valuable professional portfolio of skills and understanding
- To identify these skills as valuable assets that can help your employers solve problems
- To highlight how best to utilize this transferable skill concept to demonstrate how your experience matches what the employer is seeking.
- To enable participants to work together in a creative and constructive space
- To develop existing skills, knowledge and understanding
- To provide learners with the necessary confidence to bridge the gap between higher education and the workplace