



Career Clarity Program

TRANSFERABLE SKILLS SUMMARY





Step 1

Select the skills that are rated '3' for both ability and enjoyment, and list them in the table below. These are your **strengths**. Ideally you will have listed 6 to 8 skills.

My Core Strengths are:	
1	
2	
3	
4	
5	
6	
7	
8	

Step 2

Select the skills that are rated '2' for skill rating and '3' for enjoyment. These are your skills that you want to develop further in your next role. Typically, about 5 skills should be in this list. Then list them in the transferable skills summary table below.

My developmental skills are	
1	
2	
3	
4	
5	
6	
7	
8	



Step 3

Now, select the skills that are rated '3' for skill rating and '1' for enjoyment. These are the skills that you are really good at, but do not want to focus on in your next role. Then list them in the table below. Use this list to remind you of tasks or roles to avoid volunteering for!

These are the skills that are well developed but I do not want to focus on in the future	
1	
2	
3	
4	
5	
6	
7	
8	

Next steps if you are clear on your career path

Now that you have completed your skills analysis, use this summary as a checklist to make sure your career choices focus on your strengths. Use this to create your KPI's in your role, write achievement stories for your annual appraisals, resumes, LinkedIn Profile and in interviews or presentations. In fact, use this list to help you prepare for any situation where you need to talk about what you bring to your role, how you contribute to your team and organisation.

Next steps if you are unclear on your career path

If you are not clear about what career paths to explore, use your core skills that you have identified in these skills activities to research jobs that require this mix of skills.

- Type your skills into job sites such as Seek, Indeed or LinkedIn and see what types of jobs come back. You may try typing various combinations of your skills. You will find as you read on you discover some job types / titles that are appealing.
- To find out what these jobs really entail visit Job Outlook <https://joboutlook.gov.au/> and O*NET <https://www.onetonline.org/>