

**Future Ready: Transferable Skills - Delivery Notes**

**Aim of the activity**

The aim of this session is to build learners understanding of transferable skills such as communication. By the end of the session learners should have a greater awareness of their transferable skills and how they can develop them.

**Duration**

60 minutes – can be shortened by finishing with slide 12 (how can you develop these skills exercise).

**Resources**

* Computer
* Screen to display the PowerPoint e.g. Whiteboard
* Future Ready: Transferable Skills Powerpoint
* Print out of Table of transferable Skills – 1 per learner or per group
* Print out of Confidence levels table – 1 per learner

**Delivering the activity**

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| **Slide** | **Delivery** |
| 1 | * Put this slide up as learners enter and get settled. |
| 3 | * Introduce the aims of the presentation |
| 4 | * With the person next to you, talk about what you think transferable skills are. See if you can come up with some examples. |
| 5 | * Talk through slide |
| 6 | * In small groups, discuss then write down some key transferable skills. Start off with an example if they struggle |
| 7 | * Ask students to share their own examples. Can the students give examples of different scenarios/situations that they’d use the skills they’ve chosen? |
| 8 | * Talk through some examples – why are they important? What do they mean? |
| 9 | * Pair the skill with a setting * After giving student 5 minutes to do this, go around the room, and share together their pairings with the rest of the classroom. See if other students agree. |
| 10 | * Resource 1 – which skills do you have? Chart: confident, needs developing… * Explain that the first step always begins with knowledge and reflection. It is important that they are able to identify their skills, so they can be ready to share and draw upon on them. |
| 11 | * Resource 2: print out cards showing transferable skills. * Take turns picking a card and try to brainstorm ideas that will help you improve this skill. |
| 12, 13 | * Provide examples of how they can improve their skills |
| 14, 15 | * Using the cards, each pair will interview each other by drawing on a skill. These questions are called competency questions. By doing this, you will be given an opportunity to prove your skills in this area, putting them into context, and helping yourself understand how you meet and have that skill. * Use the STAR technique to formulate answer |
| 16 | * This is an independent and reflective exercise. Using the discussions we had today, try to come up with three declaration or promises you are making to yourself to improve or acquire a skill. Try and make this as realistic as possible, so you can actually meet your goal. * E.g. punctuality, team working skills, writing skills, presenting skills. |