



## Activity 2

### COVID-19 & the Workplace: Transferable skills & behaviours

This exercise highlights some skills and behaviours that employers in all sectors look for.

Watching the video and completing the tasks will help you to identify your transferable skills. It will also help you to think about how you demonstrate the behaviours employers look for.

**Watch video 2.** Then think about the words below. They are all mentioned in the video – but do you think they are skills, behaviours or perhaps both?

	Skill	Behaviour	Both
Resilience			
Adaptability			
Creativity			
Problem solving			
Project management			
Time management			
Listening			
Following instructions			
Helping others			
Asking for help			
Communication			
Team-work			

Transferable skills and behaviours can be closely linked. Being a good team-worker is a skill, but it is seen in our behaviour towards others too. For instance, by helping others or knowing when to ask for help.

When you apply for a job, the employer may ask you to demonstrate some of these skills and behaviours – either in an application form or during an interview. You can use your everyday life to demonstrate this. Look at the example below, then add one of your own:

#### Example: Good Time Management

'Last year I needed to revise for my end of term exams whilst helping to look after my Gran. I visited my Gran two evenings a week and had to leave enough time to revise. I made a revision timetable so I could cover all my subjects on the evenings I didn't visit my Gran – and leave some time to relax.'

My Example

Demonstrating the skills and behaviours listed is easier when everything is going well. However, we often need these skills most when things are going wrong. Employers will be interested to know how you cope with tricky situations. Read this example and then think of a situation where you have demonstrated transferable skills to cope with a problem:

### Example: Adaptability

'I was completing a school project with a classmate when lockdown happened. We couldn't meet to continue the work, so we used an online system to discuss the project and save changes to our work. This meant we completed and submitted our joint work on time.'

My Example

### Other characteristics

Several employers used words that don't really describe a skill or behaviour but more an attitude or outlook such as passion, enthusiasm and commitment.

When meeting employers you can demonstrate these qualities through:

- Appearance – are you clean, and smartly dressed?
- Speech – do you sound enthusiastic?
- Engagement – are you paying attention and listening?
- Knowledge – have you researched this work area? do you know about their company?
- Involvement – do you do anything in your own time that relates to this industry?

Think of a work area you are interested in. Write down below three things you could do to learn more about this.

Work area: \_\_\_\_\_

1	
2	
3	

Remember – you don't need to be an expert! The speakers in the film were clear that they look for enthusiasm and transferable skills. You will continue to learn the necessary technical skills as you progress in the workplace.