



# Find Your Core Skills: A Transferable Skills Workbook *for* *Career Transitioning Teachers*

## What is a “Transferable Skill”?

**Transferable Skills** are the abilities and strengths you’ve developed in the classroom that can be applied to a wide range of careers. These are the skills you’ve mastered as a teacher that are valuable and relevant in almost any work environment—whether inside or outside of education.

## Identifying Your Transferable Skills

- **Reflect on your teaching tasks**  
What skills did they require?
- **Think about challenges you've overcome**  
How did you solve them?
- **Review past feedback from admin**  
What strengths did they highlight?



 **Communication**

Effective in both written and verbal forms, essential for clear instruction and collaboration.

I am strong at this skill

I enjoy this skill

 **Leadership**

Experience leading a classroom and managing groups, useful for team management and project leadership.

I am strong at this skill

I enjoy this skill

 **Organization**

Skillful in planning and organizing lessons, managing time, and keeping track of multiple tasks.

I am strong at this skill

I enjoy this skill

 **Problem-Solving**

Ability to address and resolve issues, adapt to new challenges, and think critically.

I am strong at this skill

I enjoy this skill

 **Adaptability**

Comfortable with changing environments and adjusting strategies based on new information or feedback.

I am strong at this skill

I enjoy this skill

 **Instructional Skills**

Expertise in explaining concepts clearly, which translates into training and development roles.

I am strong at this skill

I enjoy this skill

 **Conflict Resolution**

Experience in managing conflicts and negotiating solutions, valuable in team environments and customer service.

I am strong at this skill

I enjoy this skill

 **Time Management**

Efficient in balancing multiple responsibilities and meeting deadlines, critical in any professional setting.

I am strong at this skill

I enjoy this skill

 **Empathy**

Understanding and addressing the needs and emotions of others, beneficial for roles in customer service, counseling, and management.

I am strong at this skill

I enjoy this skill

 **Interpersonal Skills**

Building and maintaining positive relationships with students, colleagues, and parents, useful in collaboration and networking.

I am strong at this skill

I enjoy this skill

 **Project Management**

Experience in planning and executing projects, such as lesson plans and school events, applicable to business projects.

I am strong at this skill

I enjoy this skill

 **Data Analysis**

Collecting and interpreting data (e.g., student assessments) to make informed decisions, relevant for roles in research and analysis.

I am strong at this skill

I enjoy this skill

 **Motivational Skills**

Ability to inspire and encourage others, useful in leadership, coaching, and sales roles.

I am strong at this skill

I enjoy this skill

 **Creativity**

Developing engaging and innovative lesson plans, valuable in marketing, content creation, and design.

I am strong at this skill

I enjoy this skill

 **Training and Development**

Designing and delivering educational content, applicable to corporate training and professional development.

I am strong at this skill

I enjoy this skill

 **Detail-Oriented**

Attention to detail in preparing materials and assessing student work, important for roles requiring accuracy and precision.

I am strong at this skill

I enjoy this skill

 **Customer Service**

Providing support and addressing concerns, relevant for roles in client relations and support.

I am strong at this skill

I enjoy this skill

 **Mentoring**

Guiding and supporting individuals, useful for coaching, mentoring, and leadership roles.

I am strong at this skill

I enjoy this skill

 **Strategic Planning**

Developing and implementing lesson plans and educational strategies, applicable to business and project planning.

I am strong at this skill

I enjoy this skill

 **Cultural Competence**

Working with diverse groups and understanding various perspectives, valuable in global and inclusive work environments.

I am strong at this skill

I enjoy this skill

 **Team Collaboration**

Working effectively with colleagues and stakeholders to achieve common goals, essential for team-based roles.

I am strong at this skill

I enjoy this skill

 **Resource Management**

Efficiently using and managing resources (e.g., classroom supplies), applicable to budgeting and resource allocation.

I am strong at this skill

I enjoy this skill

 **Presentation Skills**

Delivering information in an engaging and effective manner, useful for public speaking and presentations.

I am strong at this skill

I enjoy this skill

 **Behavior Management**

Creating and maintaining a productive environment, relevant for roles in operations and team management.

I am strong at this skill

I enjoy this skill

 **Emotional Intelligence:**

Understanding and managing one's own emotions and those of others, crucial for leadership and customer-facing roles.

I am strong at this skill

I enjoy this skill

*Plus, many more...*

## Identify Your Core Skills

- Reflect on your current and past teaching tasks.
- Review the list of 25 skills and **add any additional ones that apply to you below.**
- Consider **projects you've done outside the classroom** — think broadly about where you've used these skills.
- For each skill, use the checkboxes to indicate:
  - ✓ **“I am strong at this skill”** — you have confidence and experience in this area.
  - ✓ **“I enjoy this skill”** — you find it fulfilling, energizing, or genuinely like doing it.
- If both boxes are checked for a skill, this is likely a **Core Skill** — one you should consider highlighting in your career pivot.



**“Core Skills” = Good at it + like it**

**My Transferable Skill**

Skill: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

I am strong at this skill

I enjoy this skill

**My Transferable Skill**

Skill: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

I am strong at this skill

I enjoy this skill

**My Transferable Skill**

Skill: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

I am strong at this skill

I enjoy this skill

**My Transferable Skill**

Skill: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

I am strong at this skill

I enjoy this skill