

Your transferrable skills

You might not believe it yet, but as a teacher you've developed a wide range of skills that are valuable in many careers.

This worksheet will help you identify your transferable skills, reflect on real-life examples and frame them in a way that potential employers look for.

Step 1: Identifying your transferable skills

Here's a list of skills required to be a teacher. For each one, write down a real example from your teaching experience where you demonstrated it. Don't be modest here; big yourself up as required.

| Skill | Example from your teaching career |
|-----------------------|-----------------------------------|
| Communication | |
| Leadership | |
| Problem solving | |
| Organisational skills | |
| Public speaking | |
| Conflict resolution | |
| Collaboration | |
| Project management | |
| Creativity | |
| Adaptability | |

Guided prompts to help you reflect

Use these prompts to help create ideas for your examples.

1. **Communication** – Think of a time you had to explain a complex concept in a way that was easy to understand. How did you do it? What was the result?
2. **Leadership** – Have you ever led a team, project, or initiative? How did you guide and support others?
3. **Problem solving** – Describe a situation where you had to think on your feet to resolve a challenge in the classroom.
4. **Organisational skills** – How do you manage multiple tasks, deadlines, and responsibilities effectively?
5. **Public speaking** – Teaching is public speaking! Recall a moment when you had to confidently present to an audience (students, parents, staff, or external stakeholders).
6. **Conflict resolution** – Share an instance where you helped resolve a conflict between students, parents, or colleagues. What approach did you take?
7. **Collaboration** – How have you worked with colleagues, parents, or external organisations to achieve a goal?
8. **Project management** – Have you ever planned and executed a major event, curriculum change, or school initiative?
9. **Creativity** – Give an example of how you introduced a creative solution to improve learning engagement.
10. **Adaptability** – Describe a time you had to quickly adjust to an unexpected change (e.g., a sudden shift to online learning).

Step 2: Reflection

Now that you've identified your skills and examples, take a moment to review what you've written. Ask yourself:

- Which skills do I enjoy using the most?
- How do these skills align with my future career goals?
- Where can I apply these skills in my next role?

By understanding your transferable skills, you're one step closer to confidently navigating your career transition.