

## Changing Places Transfer Your Skills!



Chances are that you will change your job  
(or profession) many times throughout your career.  
Get ready to transfer your skills!

### Instructions

- Congratulations! You have a new job! On your table, you will find an Ontario Skills Work Plan which lists the kinds of tasks that workers in this job may be asked to demonstrate at the workplace. The tasks are listed by skill and skill level. The least complex tasks are classified at level 1 and the most complex are at level 4 or 5, depending on the skill.
- **Check off the Essential Skills** that are required for each job in the chart below, and **list at least one task** related to each Essential Skill.
- Now... you have changed jobs! Change tables! Check off the Essential Skills that you can *transfer* to your new job. List at least one task related to each Essential Skill. Then... change jobs again!

| Essential Skills | Retail Salesperson | Stay-at-Home Parent | Bartender | Travel Agent | Server | Landscaper |
|------------------|--------------------|---------------------|-----------|--------------|--------|------------|
| Reading Text     |                    |                     |           |              |        |            |
| Writing          |                    |                     |           |              |        |            |

| Essential Skills                       | Retail Salesperson | Stay-at-Home Parent | Bartender | Travel Agent | Server | Landscaper |
|--|--------------------|---------------------|-----------|--------------|--------|------------|
| Document Use                           |                    |                     |           |              |        |            |
| Computer Use                           |                    |                     |           |              |        |            |
| Money Math                             |                    |                     |           |              |        |            |
| Scheduling or Budgeting and Accounting |                    |                     |           |              |        |            |
| Measurement and Calculation            |                    |                     |           |              |        |            |

| Essential Skills                 | Retail Salesperson | Stay-at-Home Parent | Bartender | Travel Agent | Server | Landscaper |
|----------------------------------|--------------------|---------------------|-----------|--------------|--------|------------|
| Data Analysis                    |                    |                     |           |              |        |            |
| Numerical Estimation             |                    |                     |           |              |        |            |
| Oral Communication               |                    |                     |           |              |        |            |
| Job Task Planning and Organizing |                    |                     |           |              |        |            |
| Decision Making                  |                    |                     |           |              |        |            |

| Essential Skills    | Retail Salesperson | Stay-at-Home Parent | Bartender | Travel Agent | Server | Landscaper |
|---------------------|--------------------|---------------------|-----------|--------------|--------|------------|
| Problem Solving     |                    |                     |           |              |        |            |
| Finding Information |                    |                     |           |              |        |            |