

Speaking to the Skills I Have Online Workshop

Module 2 & Handout 1

Skills and Tasks

What are skills?

What are tasks?

The definition of skills - *the ability to do something well.*

These skills are used in work tasks, everyday tasks, and school tasks

Sometimes it may not be obvious that the skills we learn in one context (or job) may have value in another context (or job).

The definition of tasks - *activities that require a group of skills.*

These tasks usually do not transfer at work, during everyday life or at school.

Tasks are performed in a particular context (or job) and generally do not transfer to other contexts (or jobs).

The skill required to complete the task does transfer to other contexts (or jobs).

For example, if in your past job, you worked for Manitoba Hydro. Your task was ensuring that new poles were installed at a depth of exactly 3 ½ feet and the poles were spaced exactly 13 feet apart.

The skill required to do that task was the ability to properly measure things.

Then you apply for a job at a lumber yard. There are no tasks involving the installation of wooden poles, but the skill you possess of properly measuring items is transferable and is totally required for this new job.

Skill or Task?

Indicate by circling yes or no, if the following statements are skills or tasks.

Answering the phone	skill	task
Doing laundry at work	skill	task
Reading at work	skill	task
Learning something new at work	skill	task
Preparing a meal at a restaurant	skill	task
Working with other people	skill	task
Driving a bus	skill	task

Your skills are transferable while tasks you performed may not be transferable to a new job.

Ensure you can identify the skills, abilities, and attributes you possess.