

## **Self-Reflection Worksheet for Career Changers**

### **Transferable Skills Assessment Worksheet**

#### **1. Identifying Your Skills**

- A. Communication Skills: Examples include writing reports, delivering presentations, negotiating, customer service.
- B. Leadership Skills: Examples include managing teams, mentoring colleagues, conflict resolution, decision-making.
- C. Analytical and Problem-Solving Skills: Examples include analyzing data, troubleshooting issues, creating strategies, evaluating outcomes.
- D. Technical Skills: Examples include using specific software, operating equipment, coding, designing processes.
- E. Organizational Skills: Examples include planning projects, meeting deadlines, coordinating resources, maintaining schedules.
- F. Interpersonal Skills: Examples include building relationships, collaborating with teams, handling difficult conversations.
- G. Creative Skills: Examples include developing new ideas, designing marketing campaigns, problem-solving creatively.

#### **2. Mapping Skills to Potential Careers**

- Skill:
- Current Use:
- Potential Use in New Career:

#### **3. Prioritizing Your Skills**

- From the skills you've identified, prioritize those you most enjoy using or that are most relevant to your desired career path.

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- Top 5 Transferable Skills You Want to Focus On:

- 1.
- 2.
- 3.
- 4.
- 5.

### 4. Skill Gaps and Development Plan

- Identify any additional skills you need to acquire for your target role. Plan how you will develop these skills.

- Skill Needed:

- Plan to Develop: (e.g., online courses, workshops, volunteering, mentorship)

### 5. Action Plan

- Create a step-by-step plan to leverage your transferable skills in your career transition.

- Step 1:

- Step 2:

- Step 3:

### 6. Reflections and Next Steps

- Reflect on how your skills align with your career goals and outline any additional steps to position yourself for success.

- How do your transferable skills support your career goals?

- What is your next immediate step?