

# WORK ETHICS AND TRANSFERRABLE SKILLS

## I. Work Ethics

There are a few definitions of work ethic skills.

- A set of moral principles that an employee uses in the performance of his/her job.
- The amount of determination and dedication that someone has towards his/her job
- Basically, how you feel about your job and career

Employees with excellent work ethic often receive special projects and opportunities because they are reliable, dedicated and disciplined. Employers would want to work with employees with good work ethics because they get the job done effectively with minimal supervision.

Below are some examples of work ethic skills that employers are looking out for. Based on your past experience as an employee, can you quote some examples/scenarios to illustrate your strong work ethics?

- Integrity
- Emphasis on high quality of work
- Professionalism
- Discipline
- Sense of Responsibility
- Teamwork
- Productivity

## II. Transferrable Skills

Transferable skills are the skills (usually soft skills) you acquire and transfer to future employment settings. Common examples include interpersonal, communication, leadership and organizational skills. Some examples are below. Go through the list below and give examples of some of the transferrable skills that you possess.

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| <ul style="list-style-type: none"><li>• Interpersonal skills<ul style="list-style-type: none"><li>○ Relating well to others</li><li>○ Motivating others</li><li>○ Being a team player</li><li>○ Resolving conflicts</li><li>○ Assisting others</li></ul></li><li>• Organizational skills<ul style="list-style-type: none"><li>○ Setting and attaining goals</li><li>○ Planning</li><li>○ Time management</li><li>○ Meeting deadlines</li></ul></li></ul> | <ul style="list-style-type: none"><li>• Leadership skills<ul style="list-style-type: none"><li>○ Decision making</li><li>○ Delegating</li><li>○ Team building</li><li>○ Planning</li><li>○ Managing of people</li><li>○ Problem-solving</li><li>○ Supervising</li></ul></li><li>• Communication Skills<ul style="list-style-type: none"><li>○ Persuading or selling</li><li>○ Presentation</li><li>○ Articulation</li><li>○ Writing and editing</li><li>○ Explaining</li><li>○ Giving instructions</li></ul></li></ul> |
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