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COACHING ✦ REIKI ✦ EFT

**RECOGNISING  
ALL OF YOUR  
SKILLS WHEN  
CHANGING  
CAREER**



# RECOGNISING YOUR SKILLS

## Hard Skills vs Soft Skills.. Whats the difference?

**Hard skills:** Job-related knowledge and abilities that employers look for to perform a job role effectively.

**Soft skills:** Personal qualities that help employees really thrive in the workplace.

# RECOGNISING YOUR SKILLS

## **Task:**

Write a list of your hard skills including qualifications and experience you have gained.

Then write a list of your soft skills. Think about how you naturally approach and deal with situations and challenges.

# RECOGNISING YOUR SKILLS

## **Ask those who know you best!**

Sometimes it's hard to recognise your own qualities.

This is the time to call on friends, family and colleagues to ask them what they think you are good at.

### **Task:**

Reach out to 5 - 10 people in your immediate network and ask them what they think your core skills are.

# RECOGNISING YOUR SKILLS

## **Additional skills**

Don't forget that aside from your career, you might have other natural skills and abilities that you could consider such as cooking, writing, singing, drawing/arts.

## **Task & Question:**

Write a list of skills you have that are more linked to 'hobbies'.

Could these skills be useful for a future career?

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**If you found this helpful, don't forget to share it with someone you think might benefit from it too!**

