MONEYONLINERS CAREER ACADEMY

Lesson 5 Workbook

Transferable Skills: How to Recognize the Skills You Already Have

Module 1: Career Foundations

Focus: transferable skills

Purpose of This Workbook

Use this workbook to turn the lesson into practical career decisions and actions. Write specific answers based on your own goals, experience and circumstances. Revisit your answers as your career develops.

My Lesson Goal

By the end of this lesson, what do I want to understand, decide or improve?

Notes

Career Reflection

- What do I want my work to provide beyond income?

Notes

- Which tasks give me energy?

Notes

- Which tasks consistently drain me?

Notes

Skills Inventory

- List five skills I already use well.

Notes

- Write one example that proves each skill.

Notes

- Mark the two skills I most want to strengthen.

Notes

Opportunity Check

• Name three career paths or roles worth researching.

Notes

• What qualification or skill gap exists for each?

Notes

• What is one next action I can take this week?

Notes

My Action Plan

Turn what you learned into a small number of clear next steps.

Action	Deadline	Evidence of Completion

Key Lesson I Want to Remember

Notes

Career decisions depend on your goals, location, industry, qualifications and circumstances. Use this workbook for education and planning, and verify local employment or professional requirements when needed.