

Labour Market Report

Centre for Skilled and Internationally Trained Professionals



Centre Update

- The Conversation Club continues to be offered on Tuesday mornings from 10:00 to 11:00. This class is free of charge on a drop-in basis and is available to any client of the Bredin Institute.

Occupational Specific Group Meetings & Centre Events

- Please refer to our on-line monthly calendar for specific workshops and study groups.

Job Search Tip of the Month

Do You Have the Skills Employers Want?

Being aware of the key skills that employers want and by developing them in yourself, you can make yourself more attractive to potential employers.

Employers are looking for people who have transferable, personal management and work-specific skills.

Transferable skills are key skills used in almost any kind of work. Interpersonal skills, communication skills, computer literacy skills and thinking skills are good examples of transferable skills.

Personal management skills are the skills you use every day to “manage” your life. Organization, time management, health and lifestyle, and money management skills are good examples of personal management skills.

Work-specific skills are the skills you need to do particular types of work. A dentist's ability to do a root canal, a computer programmer's ability to create a database, a warehouse technician's ability to operate a forklift are examples of work-specific skills.

Employers usually screen job applications on the basis of whether or not applicants appear to have the required work-specific skills. This means that when you are invited to a job interview, the employer has probably already decided that you have or can learn the necessary work-specific skills. What employers are looking for during job interviews is evidence that you have the required transferable skills and personal management skills.

Following are the types of **transferable** and **personal management** skills most employers want to see in potential employees.

Transferable Skills

Interpersonal skills are the ability to work co-operatively, recognize co-workers' needs, express opinions in an assertive-but-not-aggressive way, build mutual respect and trust in teams.

Communication skills include the ability to explain concepts clearly and accurately to individuals or groups of people, in person or over the telephone, and/or to communicate effectively via letters, e-mail messages and reports.

Computer literacy refers to keyboarding skills and the ability to use word-processing programs or other applications such as spreadsheet or presentation software.

Thinking and decision-making skills refer to the ability to gather, analyze and apply information, and use good judgment to make decisions.

Personal Management Skills

Organizational skills refer to the ability to work in an organized manner that saves time and makes you more effective.

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Time management skills refer to the ability to meet deadlines by deciding what is most important, accurately predicting how much time activities will take and using your time on those tasks.

Health and lifestyle skills refer to how well you take care of yourself. Eating well, exercising, and getting enough rest and relaxation are required to manage stress effectively and balance the many different roles you play in life (e.g. student, parent, worker).

Employers are becoming increasingly aware of how much the success of their businesses depends on finding employees who have the above transferable and personal management skills. Job interviews are your opportunity to let employers know that you have these skills.

This article was adapted from alis.gov.ab.ca Tip Sheets

Monthly Reflection



Never giving up and pushing forward will unlock all the potential we are capable of.
- Christy Borgeld

If you are interested in reading about an immigrant's journey to success in Canada, please go to www.nicknoorani.com