

Powerskills Transfer Guide

NAME _____ DATE _____ PERIOD _____

Four skills we will practice

SKILL	WHAT IT LOOKS OR SOUNDS LIKE	EVIDENCE YOU CAN SHOW
Conflict resolution	Listen, name the problem, compare needs, agree on a safe next step	A plan that shows how each person is heard
Active listening	Focus, sort key details, paraphrase, ask a new question	Notes that separate essential and background details
Advocacy	State a need, include affected voices, propose a realistic action	A clear request supported by evidence
Written communication	Write for the reader, stay on topic, proofread	A message the reader can understand and act on

Helpful feedback: Notice + Question + Next Step

1. **Notice:** Name one specific choice that worked.
2. **Question:** Ask about one place that is unclear.
3. **Next step:** Suggest one change the writer or speaker can try.

Example: "I noticed you named the problem without blaming anyone. What does the team do if the first plan fails? Add one backup step."

Role boundaries

- Use only fictional classroom scenarios.
- Do not share personal or family health information.
- Do not diagnose, give treatment advice, interpret test results, or invent workplace policy.
- If safety, medication, or private information is involved, pause and refer to the trained adult or workplace procedure.
- A written analysis is an equal route to acting or speaking in front of the class.

Show that the skill transfers

A transferable skill works in more than one career. Name the action, not just the skill.

SKILL	CAREER 1 AND ACTION	CAREER 2 AND ACTION	WHAT STAYS THE SAME?
Conflict resolution			
Active listening			
Advocacy			
Written communication			

Language support

skill = habilidad · evidence = evidencia · clarify = aclarar · advocate = abogar · respectful = respetuoso · revise = revisar

Sentence frames:

- “In _, **the worker uses** _ when ____.”
- “The same skill transfers to _ **because** _.”
- “I noticed _. **My question is** _. One next step is ____.”

Weekly evidence check

- ☐ I named a communication action, not only a skill word.
- ☐ I showed how the action works in two careers.
- ☐ I stayed inside the role and privacy boundaries.
- ☐ I revised one piece of work after feedback.