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Step 1: Choose a Relevant Experience (Situation)

Encourage students to think about a specific experience from their school, extracurricular activities, or personal life. It could be a group project, a club leadership role, sports team participation, or a volunteer opportunity.

Step 2: Define Your Role and Task (Task)

Guide students to clearly define their role in the chosen experience and outline the specific tasks or responsibilities they undertook. Help them understand what skills were necessary to fulfill their role effectively.

Step 3: Outline Your Actions (Action)

Prompt students to describe their actions to complete the task or fulfill their role. Encourage them to think about the steps they personally took, the challenges they overcame, and how they contributed to the overall success of the project or activity.

Step 4: Reflect on the Outcome (Result)

Ask students to reflect on the outcomes or results of their actions. Did the project meet its goals? Were there positive impacts on the group or community? Encourage them to consider both tangible and intangible results.

Step 5: Identify Transferable Skills

Guide students to identify and list the transferable skills they used during the experience. Help them recognize teamwork, communication, leadership, problem-solving, time management, and adaptability skills. Emphasize that these skills are valuable in the context of the specific experience and can be applied to various situations.

Transferable Skills