

DURABLE SKILLS TOOLKIT: A STEP- BY-STEP GUIDE

What Are Durable Skills?

Durable skills are the personal and interpersonal abilities that make you effective in any job. Unlike technical skills, they're about how you work, not just what you do.

Examples of Durable Skills:

- **Communication:** Expressing yourself clearly, listening actively, and building understanding.
- **Teamwork:** Collaborating with others, resolving conflicts, and working toward common goals.
- **Adaptability:** Staying flexible and open to change in a fast-moving workplace.
- **Problem-Solving:** Thinking critically and finding creative solutions to challenges.
- **Time Management:** Prioritizing tasks and meeting deadlines efficiently.
- **Emotional Intelligence:** Understanding your own emotions and empathizing with others.

Assess Your Skills

Self-Assessment Questions:

- Which skills do people often compliment me on?
- How do I handle challenges or conflicts?
- What feedback have supervisors or coworkers shared about my strengths?
- Are there any skills I feel less confident in?

Worksheet: Durable Skills Inventory

Soft Skill	Strength (1-5)	Examples From My Life	Area for Improvement?
Communication			
Teamwork			
Adaptability			
Problem-Solving			
Time Management			
Emotional Intelligence			

How to Build Durable Skills

1 Learn Through Experience

- Volunteer with organizations where teamwork, communication, and problem-solving are key.
- Take part-time work or freelance projects that challenge you to collaborate or adapt to new situations.

2 Take Free Online Courses

- Coursera: Courses on emotional intelligence, conflict resolution, and communication.
- LinkedIn Learning: Practical skills for time management, leadership, and teamwork.
- Skillshare: Interactive videos on productivity, active listening, and more.

3 Join Groups or Communities

- Participate in local community groups, sports teams, or professional organizations to practice collaboration and leadership.
- Seek mentorship programs where you can learn from experienced professionals.

4 Practice Active Listening

- Focus on the speaker during conversations.
- Ask clarifying questions to ensure you understand.
- Summarize what you heard to confirm understanding.

5 Seek Feedback

- Ask colleagues, supervisors, or mentors for input on areas to improve.
- Use their suggestions to create a plan for growth.

6 Track Your Progress

- Keep a journal of situations where you used a specific skill successfully.
- Note what worked well and what you could improve.

Real-Life Example



Coss Marte

Coss Marte founded ConBody, a fitness business inspired by prison-style workouts. His ability to connect with clients, inspire others, and communicate his vision helped him grow a thriving business. Key durable skills: resilience, communication, and leadership.

Your Turn:

Think of moments in your life when you:

- Solved a difficult problem.
- Worked effectively in a team.
- Stayed calm under pressure.

These are your durable skills in action!

Next Steps

Practical Actions to Take:

- 1. Choose 1-2 skills to focus on improving this month.
- 2. Enroll in a free course or webinar to build your knowledge.
- 3. Join a group or community to practice collaboration and leadership.
- 4. Write down weekly reflections on how you’ve applied durable skills in your personal or professional life.

Free Resources to Explore:

- [GCFGlobal](#): Free tutorials on communication and time management.
- [MindTools](#): Articles and tools for soft skill development.
- [YouTube Tutorials](#): Videos on active listening, conflict resolution, and more.

Worksheet: Goal-Setting

Skills to Improve	Action Steps	Deadline	How Will I Measure Success?

Your Durable Skills Checklist

Use this checklist to stay on track:

- ☐ I’ve identified my durable skills strengths and areas for growth.
- ☐ I’ve set goals to improve at least one skill.
- ☐ I’m actively practicing durable skills through daily interactions.
- ☐ I’ve sought feedback from a mentor, coworker, or friend.
- ☐ I’ve tracked my progress and celebrated my wins.