

MAKE YOUR SKILLS WORK FOR YOU

Your job title tells only part of your story. Your skills show what you can do.



Skills-First means knowing, building and demonstrating what you can do, and having your capabilities recognised alongside qualifications and experience.

Your skills are attained in many ways:

Work | Learning | Life Experience | Projects | Volunteering

WHY DOES SKILLS-FIRST MATTER TO YOU?

The world of work is changing. Your skills open new possibilities.



Find new opportunities

Show employers what you can do and unlock jobs and career paths you may not have considered.



Make better learning choices

Focus on skills that help your work and career.



Achieve professional fulfilment

Use your strengths in meaningful work that matches your interests and aspirations.



Prepare for change

Build skills to stay resilient and to support job pivoting.

4 THINGS YOU CAN DO

Start small. Use these four steps whenever you are thinking about your career or learning.

1 Know your skills

? What am I good at, and where can I add value?

Think about what you are good at and able to do, based on what you have learnt through work, projects, training and other experiences.

Try this:

Write down 5 skills you can confidently use and how they contribute at work.

2 Record your skills

? How can I show what I can do?

Record your skills, experiences and achievements in one place.

Keep it current:

Update your Careers & Skills Passport as you learn, contribute and grow.

3 Build your skills

? What do I need to learn next?

Identify the skills you need, then build them through upskilling courses, workplace learning and hands-on projects.

Plan your next step:

What course or learning opportunity will help me get there?

4 Use your skills

? Where can I put this into practice?

Volunteer for a project. Take on a new task. Explore another role. Apply what you learn.

Seek out opportunities:

Discuss with your supervisor for opportunities to apply your skills.

READY TO START?

Use these resources to take your next step.



Careers & Skills Passport

Take stock of your skills to make informed decisions.



SWDA Jobs-Skills Portal

Explore labour market data and insights on jobs and skills trends.



NTUC AI Career Coach

Explore career options and the skills you may need.



Skills-First

Explore practical ways and ideas to make your skills work for you.

Know your skills ▶ Record your skills ▶ Build your skills ▶ Use your skills | Make your skills work for you