

Identifying existing transversal skills from past work situations

A recent analysis¹ by *France Strategie* and *Pôle Emploi* has isolated sixteen transversal working situations to characterise a job. Depending on the kind of job, the size of the company, the age of the worker and the level of education, each of these situations has a more or less important part.

Each of the sixteen transversal working situation is associated to transversal skills:

Working situations	Associated transversal skills
Use of computer tools	Digital skills and use of office tools
Reading or writing documents, texts, instructions sheets	Writing and Reading Comprehension
Contact with the public, by phone or face to face	Ability to communicate Listening skills Sense of customer relationship (taking into account the customer's needs, commercial sense) Acting in a service relationship
Immediate response to a request <i>Rhythm of work imposed by an external request requiring an immediate response</i>	Responsiveness
Teamwork	Ability to work in a team Ability to cooperate
Coaching, supervision	Managerial capacities Decision-making capacity Ability to federate Assertiveness
Quality procedures and risk management	Respecting standards, instructions and procedures

1 Lainé F., *Situations de travail, compétences transversales et mobilité entre les métiers*, France Stratégie, document de travail n°2018-3

<i>Must follow strict quality standards; financial risk; quality risk; risk of physical danger</i>	<p>Sense of responsibility</p> <p>Having the right gestures and reflexes to avoid risks</p> <p>Applying a regulation, a procedure in matters of health, safety, quality and environment</p>
<p>Work organisation defined by the following situations:</p> <ul style="list-style-type: none"> - work rhythm (<i>imposed by a machine, technical constraints, control of the hierarchy, external demand</i>) - Standard of production or deadlines (<i>per day or per hour; precise numerical targets</i>) - Autonomy in procedures (<i>Application of instructions; management of incidents, possibility of varying deadlines</i>) - Repetitive dimension of the work - Cooperation - Polyvalence (<i>Regular rotation between different tasks or positions according to the company's needs</i>) 	<p>Ability to follow a repetitive work rhythm</p> <p>Reactivity</p> <p>Dealing with a common hazard</p> <p>Ability to update knowledge</p> <p>Ability to envision a process</p> <p>Ability to create, innovate, invent</p> <p>Ability to take initiatives</p>
Driving a vehicle	Ability to drive a vehicle
Work under pressure	<p>Ability to work under pressure</p> <p>Ability to manage stress</p>
Emotional charge	<p>Ability to control one's emotions (emotional skills)</p> <p>Ability to manage stress</p> <p>Ability to take a step back</p>
Physical efforts (<i>Carrying heavy loads; standing for long periods of time; walking for long periods of time; tiring posture</i>)	<p>Physical resistance</p> <p>Adopt gestures and postures adapted to different situations in order to avoid pain and to spare one's body.</p>
Physical environment (<i>Humidity; draught; high or low temperature</i>)	
Organizational Changes	Adaptability
Examination of small objects, of details	Manual dexterity

<p>Visual or audible attention (<i>Do not take your eyes off work; watch for brief, unpredictable or difficult to detect visual or audible signals</i>)</p>	<p>Ability to maintain attention over time</p>
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A different representation of the data allows to determine which are the jobs more concerned by a working situation (this shows a kind of proximity between jobs that are not necessarily considered as close because they can belong to a completely different economic sector).

As far as the organization of work through rhythm and autonomy is concerned, four main forms of work are highlighted: autonomous work that is not very formalized, Taylorism-type of work, qualified autonomous work regulated by objectives, and repetitive craft-type work. This categorisation allows to map the professions or jobs following the predominant transversal work situations.

Mobility flows between professions are all the more intense as these professions share the same transversal work situations. This is particularly true for internal mobility within companies and for the mobility of blue-collar and white-collar workers.

This method can also be used with refugees and newcomers to determine which main transversal skills they possess according to their previous work experience. From this, it is possible to explore potential jobs that belong to the same group characterised by the same predominance of skills.



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