Building Bridges for
Dual Career Success

Skills Transfer Guidelines

Co-funded by
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1. About the Project

The ABS (Athletes Beyond Sports) project is an Erasmus+ co-funded European initiative designed to support athletes in their transition from competitive sports to sustainable careers. Recognizing that athletic careers are often short-lived and come with uncertainty, the project responds to a critical need: helping athletes prepare for their professional lives beyond the sports arena.

Through the development of tools, digital platforms, and innovative methodologies, the ABS project aims to ensure that athletes at all levels - amateur, semi-professional, and elite - have access to tailored guidance and structured resources. These resources help them identify and articulate the valuable competencies they've gained through years of sporting experience and channel them toward future employment across multiple sectors.

The project brings together international best practices, AI-supported tools, and the combined insights of coaches, clubs, and career experts. Its outcome is a more holistic and humane approach to career planning that acknowledges both the achievements and vulnerabilities of athletes navigating this critical transition phase.

2. Purpose of the Project

The core mission of the ABS project is to bridge the gap between the skills acquired through sport and the professional demands of the labor market. While athletes often possess traits like discipline, resilience, leadership, teamwork, and strategic thinking, they may lack the tools or vocabulary to express these strengths in a way that resonates with employers.

ABS aims to empower athletes by helping them build a clear vision for their futures. The project promotes early career planning through structured assessments, personalized learning pathways, and individual development planning (IDP). It also ensures that coaches and clubs are involved in this support process, creating a strong ecosystem for transition management.
Another critical goal of the ABS initiative is to promote equality of access and long-term well-being. It encourages dual career development, enabling athletes to balance their sports and education or work responsibilities without compromising either.

3. Value for Athletes

Participation in the ABS project delivers concrete and lasting value to athletes across a broad spectrum of disciplines and levels. Key benefits include:

- Clarity and Confidence: Athletes gain insights into the competencies they've developed through training, competition, and teamwork-many of which are highly sought-after in the job market.
- Structured Support Tools: The project provides personalized feedback mechanisms such as self-assessment questionnaires, skill mapping templates, and digital career exploration tools.
- Coach Engagement: Coaches receive tools to provide structured, motivational feedback and to participate in athletes' development beyond sport.
- Digital Innovation: With AI-powered platforms like AthletesAI Compass, athletes can explore careers that align with their strengths and goals through dynamic digital interfaces.
- Expanded Opportunities: Athletes are exposed to diverse sectors - from business and education to health and digital services - where their skills can be valuable and transferable.

Ultimately, the ABS project supports athletes in redefining success, empowering them to view their future careers not as a fallback but as a new arena for growth and fulfillment.

Purpose and Value of the Skills Transfer Product

Purpose:
The Skills Transfer Guidelines are designed to help athletes understand, articulate, and apply the competencies they've developed through sport into meaningful, sustainable careers after their athletic journey ends. This product bridges the gap between athletic experience and professional readiness by offering structured tools, language translations, and career-alignment strategies.

Core Objectives:

- Empower athletes to recognize their own transferable skills
- Translate those skills into language employers understand
- Provide a roadmap for navigating career transitions
- Engage coaches and mentors in supporting dual-career development
- Offer EU-wide best practices, real stories, and self-assessment resources

Value for Athletes:

- Builds confidence and clarity about life after sport
- Enhances employability through targeted storytelling and CV alignment
- Reduces psychological stress by providing structure and support
- Encourages early preparation and ownership of personal development

Tools Included:

- Self-assessment worksheets
- Resume translation guides
- Individual Development Plan (IDP) templates
- Interview prep tools and STAR method examples
- Career-mapping using platforms like AthletesAI Compass

Section 1: Introduction to Skills Transfer

A Comprehensive Guide for Athletes in Transition

What Is Skills Transfer?
Skills transfer refers to the conscious and structured process of identifying the abilities an individual develops in one context-like professional or amateur sports-and applying them effectively in a new setting, such as a job, business, education, or civic leadership.

In the context of sports, athletes accumulate a vast reservoir of both hard and soft skills:

- Mental strength and resilience
- Effective communication
- Time management and self-discipline
- Adaptability and rapid decision-making
- Leadership and team collaboration

However, these strengths often remain unspoken, unwritten, or undervalued unless athletes learn how to translate their behaviors into competencies that recruiters, HR professionals, or entrepreneurship coaches can understand.

Imagine this scenario:
A volleyball player who captained her team to national championships may not realize that she's already demonstrated project leadership, cross-functional communication, and crisis management-three of the most valued skills in the job market today.

Why Skills Transfer Matters for Athletes
Sport careers, unlike many professions, are often compressed into a short time window. Retirement may come at 20, 25, or 35-and rarely with a pension or secure transition plan.

Key Challenges Athletes Face:

- Limited career longevity

→Many athletes retire before their peers even graduate university.

- Unclear direction

→ What comes next? Few athletes have access to structured career guidance.

- Identity loss

→ "Who am I if I'm not a footballer anymore?"

- Financial insecurity

→ Transitioning late into the job market may mean starting from scratch.

Without support, even Olympic-level performers can struggle to find meaningful, stable, and fulfilling employment.

The Global Challenge of Transition

Despite increased awareness around athlete mental health and dual careers, research across Europe shows:

- 2 out of 3 athletes report having no formal career preparation
- Less than 30% of federations offer structured post-career training
- Transition programs vary wildly in quality and access

In short, while some athletes find supportive clubs or personal mentors, most are on their own.

Why is this a problem?

Because sport is work, and the skillsets it builds-like strategic planning, resilience, and goal-setting-are often more developed than those found in young professionals. We just need the right language and support systems to make those skills visible and applicable.

Real Story: The Swimmer's Transition

"I trained 6 days a week for 12 years. But the day I stopped competing, I had no idea what to do with my life. I didn't know how to describe my strengths, and I failed my first job interview because I didn't know how to talk about anything beyond swimming."

- Marie, former national swimmer, France

With the help of a structured transition program, Marie eventually mapped her experiences-such as mentoring junior athletes, handling pressure before races, and sticking to rigorous schedules-into a compelling CV and secured a role as a high school counselor.

Outcome: She now works with teens, helping them set goals and build confidence-skills she perfected in the pool.

The Role of the ABS Project

The Athletes Beyond Sports (ABS) initiative was created to change the game. It empowers athletes to take ownership of their transition journey with tools and systems that translate sport into employability.

What ABS Provides:

- Skills Mapping Methodology

→ Clear framework to recognize and match athlete abilities with workforce needs

- AthletesAI Compass

→ A smart digital tool that helps athletes explore career paths based on personality, values, and strengths

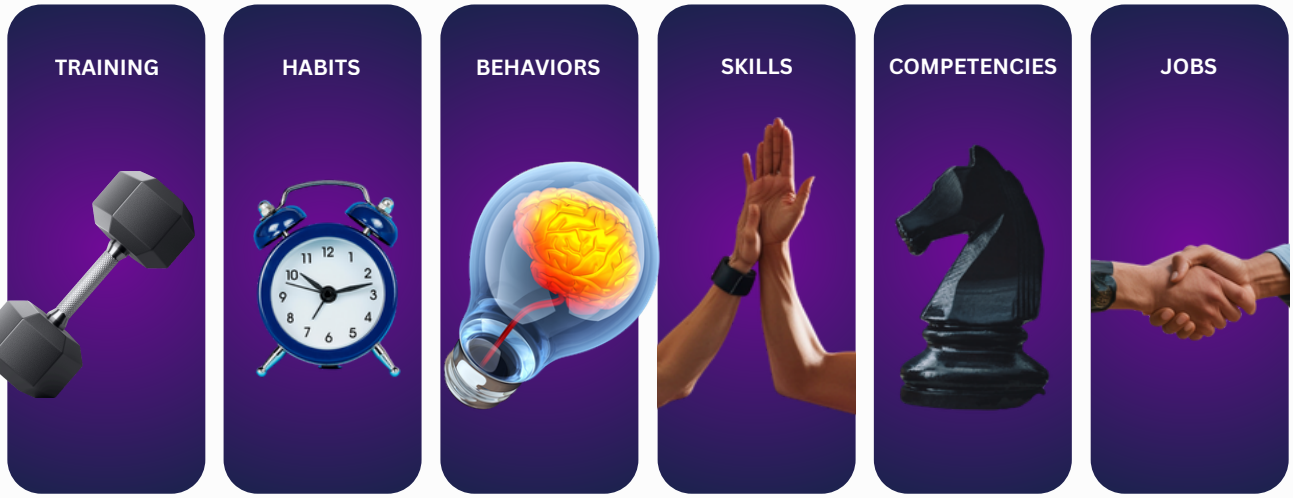
- IDP Templates

→ Individual Development Plans that track learning, goals, and transferable skills

- Cross-EU Best Practices

→ Stories, policies, and club-level interventions from successful transition systems

Goal: Equip every athlete-not just the elite-with the tools and language to build a future after the final whistle.



Your career began in training

Section 2: Why Sport Skills Are Valuable

Understanding the Transferable Assets Every Athlete Carries

Unique Nature of Sport Skills

Athletes are immersed in environments that demand performance under pressure, cooperation, precision, and continuous self-improvement. These settings cultivate a wide spectrum of skills that go beyond the physical:

Area	Skill Developed
Team sports	Communication, group coordination
Individual sports	Self-motivation, focus
Competition & recovery	Resilience, adaptability
Coaching or mentoring	Leadership, instruction
Goal setting	Long-term vision, consistency

These skills are both hard (measurable, teachable) and soft (relational, emotional, adaptive).

Example:
A sprinter may develop not just physical strength but also micro-goal setting, discipline under isolation, and time-efficient execution-all vital in high-performance business roles.

Transferable Hard and Soft Skills

Here's a closer look at what athletes bring to the table:

Time Management

Managing training, travel, meals, and recovery enforces a structure that promotes efficiency and prioritization.

Adaptability

Responding to new tactics, unexpected injuries, or last-minute game changes develops emotional agility and problem-solving.

Focus and Mental Toughness

Performing under pressure-on the field or in front of thousands-builds composure and goal clarity.

Problem Solving

Game strategy, mid-play decisions, and adjusting to opponents mirror real-time decision-making in crisis-heavy jobs.

Communication

Athletes learn to give and receive feedback, debrief performance, and coordinate with teammates-skills central to management.

Workplace Applications of Athletic Acbilities

Sport-Based Trait	Workplace Translation
Captain of a football team	Leadership & conflict resolution
Marathon training discipline	Long-term project execution
Tactical match planning	Strategic thinking & scenario planning
Injury recovery perseverance	Change resilience & emotional control
Volunteer coaching at club level	Mentoring & people development

Manager insight:

"Our best logistics coordinator used to be a goalkeeper. The way he anticipates issues and reacts under pressure is unbeatable."

Real-World Statistics and Quotes

From the EU Athletes Career Transition Survey and HR research (2022–2024):

- 92% of HR professionals say ex-athletes outperform peers in teamwork
- 68% say they show better stress resilience
- 59% say athletes adapt quicker to fast-paced sectors
- 43% of athletes succeed in leadership roles within 2 years of transition

Quote:

"Athletes are 'wired' for improvement. When you hire an athlete, you hire someone who's already been coached to push beyond limits."

- Talent Development Lead, Global Tech Company

Top 10 Athlete Skills Employers Value Most

According to HR and transition research

Section 3: Mapping Sport Competencies to Job Profiles

Translating Performance into Career Pathways

The Importance of Skills Mapping

Many athletes are unaware that they already possess skills highly valuable to employers. The issue isn't whether they have the skills-it's whether they can name them, describe them, and demonstrate their relevance.

Skills mapping is the critical bridge between sport performance and post-sport employability. It allows athletes to:

- Reflect on their behavior, roles, and habits in sport
- Translate experiences into employment-ready language
- Align their talents with real-world job functions
- Build professional CVs, portfolios, and interview stories

Insight:

"I never thought that analyzing opponents in fencing would make me a strong business analyst-but it's the same strategic process."

- Former Olympian turned management consultant

Steps to Translate Sport Skills to Careers

Step 1: Reflect on Key Moments

Recall stories from your athletic journey:

·A comeback win

·A conflict with a teammate you resolved

·An injury and recovery period

Ask: What did I learn or demonstrate here?

Step 2: Identify Behaviors

List visible behaviors:

e.g. "Encouraged teammates after loss," "Led warmups," "Managed schedule during tour"

Step 3: Translate into Competencies
Use business terms:
·“Encouraged teammates” → Motivational leadership
·“Managed tour schedule” → Project coordination

Step 4: Match to Job Profiles
Use digital tools or sector guides to align with roles:
·Leadership → Management roles
·Analytical review → Strategy or logistics
·Mentoring → Education or HR

Step 5: Prepare STAR Stories
Craft interview stories using STAR (Situation, Task, Action, Result) based on sport experiences.

Skill Translation Table

Sport-Based Task	Translated Skill	Possible Career Areas
Team huddles & strategy	Communication, decision-making	Sales, PR, Operations
Tournament organization	Event planning, coordination	Hospitality, Logistics, Education
Captaincy & motivation	Leadership, mentoring	Management, HR, Youth Work
Solo training & goal-setting	Self-motivation, accountability	Freelancing, Consulting, Research
Film review & game analysis	Critical thinking, data analysis	Business intelligence, Tech

Templates for Self-Mapping

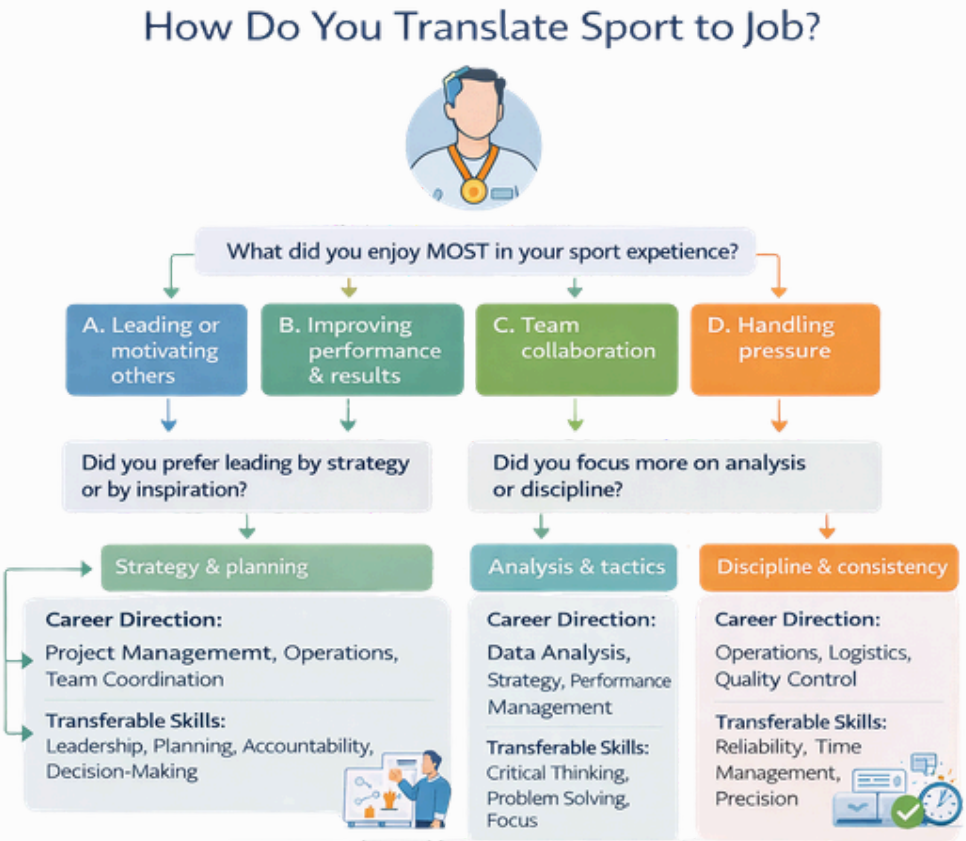
1.Self-Skills Inventory
A worksheet where athletes list behaviors under “Pressure,” “Teamwork,” “Planning,” etc.
2.Sector Matching Sheet
Compare athlete traits to roles in:

- Technical (engineering, IT)
- Communicative (teaching, sales)
- Leadership (business, management)
- Service (care, social work)

3.STAR Story Builder
Guided template to convert memories into story-based proof of competence.

Global Case Studies

Handball Player → Business Intelligence Analyst
Used team strategy sessions to demonstrate problem-solving and risk analysis.
Rower → Operations Coordinator
Transferred logistical planning and training cycles into warehouse management.
Basketball Player → School Director
Leadership and mentorship roles became the foundation for educational leadership.



Section 4: Coach and Mentor Involvement

Unlocking Support Systems for Career Transition

The Dual Role of Coaches in Career Transition

Coaches are not only athletic performance drivers-they're also role models, motivators, and long-term supporters. In career transition, coaches can play a pivotal role by:

- Identifying the behaviors and strengths athletes often overlook
- Guiding personal development alongside sport training
- Creating space for career conversations beyond the pitch or court

"My coach asked me one question: 'What would you do if you weren't afraid to fail?' That changed my whole mindset on planning for life after volleyball."
- Former national team player, Slovenia

Coaches Can Support By:

- Integrating dual-career questions into training reviews
- Helping athletes spot leadership or communication tendencies
- Connecting them with support services or professionals
- Encouraging education and networking beyond sport

What Makes a Good Sports Mentor?

While coaches operate within the training environment, mentors serve as external or neutral supporters who can guide athletes toward career exploration.

Characteristics of Effective Mentors:

- Relevant career experience
- Strong listening and communication skills
- Willingness to meet regularly and follow up
- Empathy and understanding of sport-life balance

Mentors can come from:

- Former athletes now working in other sectors
- Sport managers with business connections
- Educators, psychologists, or HR professionals

Tip: Consider creating a "Transition Mentorship Pool" with your club or federation-former athletes ready to support current ones.

Structured Feedback for Career Growth

Coaches and mentors often give performance feedback. But what if we added structured career feedback?

Sample Questions for Coaches:
·"What behaviors do you see in me that would help in a work team?"
·"Have you seen me take initiative, solve problems, lead others?"
·"Which non-sport roles do you think I'd excel in based on my mindset?"

Career Feedback Form Template (For Coaches)

Skill Area	Observed Behaviors	Suggested Career Strength
Team Leadership	Captains meetings	Project Management
Calm Under Pressure	Close-game focus	Emergency Response,
Planning & Execution	Game strategy prep	Operations, Event Management

Use this template quarterly or after tournaments.

Building Mentorship Networks

Successful transition programs often rely on peer-to-peer mentoring and informal sharing of experience.

How to Build a Mentorship System:

1.Create a list of retired athletes open to mentoring
2.Match them with current athletes based on interest/discipline
3.Provide conversation starters: career planning, CV writing, strengths reflection
4.Evaluate and update the pairings every 6 months

"My mentor was a former swimmer now in HR. She helped me practice interview answers, rework my LinkedIn, and feel more confident outside sport."
- Marta, transitioning sprinter

Templates and Planning Tools for Coaches

- Athlete Self-Reflection Tracker (Monthly worksheet)
- Career Check-in Schedule (Pre/post competition windows)
- Mentorship Logbook (Notes from each meeting)
- Coach's Observation Journal (Strengths and learning notes)

Section 5: Practical Transfer Tools

Essential Tools for Career Transition

Transitioning from sport to the workforce is not just a mindset shift-it's a logistical journey. Athletes need practical, guided tools to help them map, reflect, and plan.

The following tools bridge the gap between recognition and application of skills:

1. Self-assessment templates – to uncover hidden strengths
2. AthletesAI Compass – personalized career navigation
3. Career language cheat sheets – translation from sport to industry language
4. Individual Development Plans (IDPs) – long-term planning for dual careers
5. Interview prep worksheets – help athletes build compelling stories

Tip: Most tools are printable or digital-ideal for clubs, schools, or individual use.

Self-Assessment Templates

Self-assessment helps athletes reflect on their values, behaviors, and preferences.

Sample Template: Self-Skills Inventory

Category	Sport Example	Translatable Skill
Focus	Training during injury rehab	Persistence
Leadership	Organizing team drills	People management
Planning	Travel and meal coordination	Time and resource planning
Crisis Response	Sudden loss in tournament	Emotional regulation, agility

Competency Self-Mapping Worksheet

Rate each category 1-5 in strength; journal specific examples for later interviews.

Weak 1 2 3 4 5 Strong

Category	1	2	3	4	Details & Examples
Focus	☐	☐	☐	☐	
Leadership	☐	☐	☐	☐	
Planning	☐	☐	☐	☐	
Crisis Response	☐	☐	☐	☐	

Category	Details & Examples
Focus	
Leadership	
Planning	
Crisis Response	

☑ **Be specific!** Later, use these examples to showcase your strengths in interviews.

Digital Tools and Platforms

The AthletesAI Compass is an innovation designed to support real-time job exploration. It helps athletes:

- Complete short interest + behavior assessments
- Get personalized job sector matches
- Download CV suggestions based on their sport profile
- Explore mentors or case stories from other athletes

Other useful platforms:

- Europass CV Builder
- LinkedIn Career Explorer
- Athlete365 Career+ Tools (IOC)

I'm not sure what I can do outside of sport.

Let's start with your strengths.
What did you enjoy most in your sport?

I loved leading the team and organizing training.

Great. You show strong leadership and planning skills.
These translate into roles such as:

- Project Coordinator
- Operations Manager
- Team Lead

I've never written a CV outside of sport

No problem. I'll help you translate your experience.

"**Team captain** for 3 years" →

- Led and coordinated a 12-member performance team

What should I improve?

To increase your opportunities:

- Strengthen digital skills
- Take a short project management course
- Build a Linkedin profile

That feels clearer now.

Your sport identity is your professional advantage.
Let's build your next chapter.

Career Language Cheat Sheets

Sport language doesn't always translate directly to business. These cheat sheets help athletes reword achievements into employable language.

Example:

Sport Language	Career Translation
“Team captain for 3 years”	“Led and coordinated a 12-member performance team”
“Managed training schedule”	“Planned and executed structured timelines under pressure”
“Organized tournaments”	“Oversaw end-to-end event planning and logistics”
“Analyzed game videos”	“Utilized performance data to develop strategic improvements”

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Other useful platforms:

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I just created my profile. What happens now?

Great! I'll analyze your sport background and identify your transferable skills.

What kind of skills?

Based on your experience, you show:

- Leadership
- Strategic thinking
- Team coordination
- Resilience under pressure

Okay... but what jobs match that?

Here are your personalized recommendations:

- Project Coordinator
- Operations Manager
- Sales Team Lead

Would you like to explore one?

Yes, but I don't know how to write my CV.

No problem. I'll translate your sport achievements into professional language.

"Team captain for 3 years"
→ Led and coordinated a 12-member performance team

That sounds more professional.

Yes. Your CV is optimized.
Your skills are mapped.
Your pathway is clear.

Your sport identity is now your professional advantage.

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Planning with IDPs (Individual Development Plans)

An IDP helps athletes create short- and long-term development goals, combining sport and career readiness.

IDP Structure:

- Where am I now?

e.g. “Training full-time, unsure about job goals”

- What are my top 5 strengths?

Based on coach and self-assessment

- What education or certification do I need?

Targeted sector-specific needs

- What’s my next 6–12 month plan?

Include internships, job shadowing, language courses

- Review cycle: Every 6 months

Tip: IDPs should be supported by coaches or mentors when possible.

Your Career Transition Toolkit

Checklist

Self-Assessment Template

Identify Strengths and Transferable Skills

Compass

Career Exploration Tool

Discover matching sectors and roles

Notebook

Reflection Journal

Track Progress and Learning

Resume

CV Translation Guide

Turn sport experience into job language

Calendar

Individual Development Plan (IDP)

Set 6–12 month career goals

Section 6: Case Examples and Best Practices

Learning from Those Who've Made the Transition

Real Transition Stories

These stories illustrate how athletes across the EU successfully shifted into new careers by leveraging their sport-acquired skills.

Heidi – Track & Field → Corporate Wellness Manager

- Used her knowledge of physical conditioning and injury prevention to design corporate wellness programs
- Now leads seminars on productivity, posture, and stress reduction in high-performance companies

Key Skills Transferred: Body awareness, teaching, long-term planning

Jonas – Ice Hockey → Logistics Coordinator

- Applied his split-second decision-making to warehouse inventory and shipping logistics
- Became a shift lead within 9 months due to his ability to perform under pressure

Key Skills Transferred: Team coordination, reaction speed, operational discipline

Siobhan – GAA Player → Secondary School Teacher

Known for mentoring younger teammates, she transitioned into the classroom seamlessly
Che now uses teamwork and motivational leadership every day with students

Key Skills Transferred: Communication, coaching, empathy

Lessons from Across the EU

Clubs and federations that successfully support athlete transitions tend to have:

- Dedicated dual-career officers
- Annual workshops on CVs, self-awareness, and career planning
- Mentorship pools from retired athletes
- Partnerships with universities and employers
- Budget lines for transition programming

Case Snapshot:
The Italian Olympic Committee runs "Train 2 Work," where athletes can take short-term placements in companies before retirement. 78% of participants found employment within 1 year.

Best Practices for Clubs and Federations

Strategy	Description
Career Talks During Off-Seasons	Invite employers or former athletes to share
Shadow Programs	Short-term workplace experience opportunities
Partner Schools or Online Courses	Offer education credits toward certifications
Dual-Performance Reviews	Include life skills in annual athlete evaluations
Embedded Transition Coaching	Have one coach trained in career mentoring

Tips from Former Athletes

- "Use your injury downtime to build your CV, not just your leg."

- Sofia, former skier now working in architecture

- "Start networking before you retire. Even one LinkedIn message a week builds your post-sport life."

- Marek, former volleyball player, now tech recruiter

- "Internships changed everything for me. My off-season became career prep."

- Lara, former gymnast, now digital project manager

Implementation Roadmap

For clubs or organizations looking to roll out transition support, here's a basic roadmap:

1. Audit Current Practices

→ Are career conversations happening? Is there a point person?

2. Identify Retired Athlete Pool

→ Build your mentorship base

3. Create Yearly Transition Calendar

→ Schedule workshops, check-ins, and internships

4. Distribute the Toolkit

→ Share self-assessment forms, cheat sheets, and IDPs

5. Evaluate and Improve

→ Gather testimonials, track placements, and iterate

Section 7: How to Use These Guidelines

A Roadmap for Athletes, Coaches, and Supporters

Who Can Use This Guide?

These guidelines are intentionally flexible and inclusive. They can be used by:

- Young athletes beginning their careers and planning ahead
- Professional athletes preparing for life beyond competition
- Coaches and club managers looking to support dual careers
- Federation and national sport bodies crafting support programs
- Mentors and retired athletes giving back through guidance

Motivation: The earlier athletes explore life after sport, the more successful and confident they become when the time comes to transition.

Flexible Use Cases

These materials can be used in various environments, including:

- Workshops at clubs, universities, and sport events
- One-on-one coaching sessions with career advisers
- Peer mentorship between active and retired athletes
- Digital formats through athlete portals or learning hubs
- Monthly self-reflection routines for independent athletes

Implementation Tip: Each section can stand alone. Clubs can assign one topic per month or integrate them into existing education programs.

Suggested Weekly Activities

Week	Focus Area	Action Item
1	Introduction & Mindset	Read Section 1, journal about your career goals
2	Self-Assessment	Complete Skills Inventory Template
3	Translate Sport Skills	Use cheat sheet to draft your work-ready language
4	Explore Job Roles	Use AthletesAI Compass to discover matching careers
5	Create STAR Interview Stories	Build 2–3 examples using sport experiences
6	Meet with Mentor/Coach	Review self-assessment with feedback
7	Design an Individual Development Plan	Create your short-term career roadmap
8	Plan a Micro-Internship or Shadow Visit	Contact a company or connection for a trial experience

Review and Update Cycles

Just like training routines, transition tools should evolve with your journey. Suggested frequency:

- Skills Inventory → Update every 3–6 months
- Career Plan → Revisit after each competitive season
- Mentor Feedback → Set a bi-monthly check-in
- CV & Cover Letters → Adjust with new experiences

Analogy: You don't train the same way in pre-season as you do before a championship. Treat career development the same.

Final Motivational Insights

“Sport has taught you focus, persistence, and resilience. You’ve trained your body-now train your future.”

“Athletes aren’t starting from scratch after retirement. They’re starting from experience.”

Weekly Action Tracker

Goals for the Week: Week of: _____

Task	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Task	☐	☐	☐	☐	☐	☐
☐						
☐						
☐						
☐						
☐						
☐						
☐						

Summary:

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Check off each task as you complete it. Stay consistent, stay accountable!