

Transferable Skills

COMMUNICATION SKILLS

- Speak effectively
- Write concisely
- Listen attentively and objectively
- Facilitate group discussions
- Present ideas effectively to large and small groups
- Read or speak another language
- Use the internet and e-mail to present and exchange information
- Provide appropriate feedback
- Negotiate
- Persuade others
- Perceive nonverbal messages
- Communicate well with diverse groups
- Express opinions and preferences respectfully

RESEARCH & PLANNING SKILLS

- Identify key problems and needs
- Investigate and report findings
- Manage obstacles with persistence
- Utilize the web to conduct research
- Compile numerical/statistical data
- Create innovative solutions to complex problems
- Forecast and predict
- Identify resources
- Gather information
- Set realistic and achievable goals
- Extract important information
- Seek multiple perspectives
- Demonstrated talent for streamlining work processes

Taken in part from:

http://www.d.umn.edu/kmc/student/loon/car/self/career_transfer_survey.html, July 2012

LEADERSHIP & MANAGEMENT SKILLS

- Lead or direct a team
- Consult and recommend solutions
- Appraise and evaluate work of others
- Coach, guide, encourage goal achievement
- Facilitate conflict management
- Delegate responsibility respectfully
- Initiate new ideas
- Maintain productive climate
- Promote change

INTERPERSONAL SKILLS

- Develop rapport
- Sensitive to the needs of others
- Convey feelings appropriately
- Provide support for others
- Collaborate effectively to achieve goals
- Motivate people into action
- Interact and appreciate people from diverse backgrounds
- Assess learning styles and respond accordingly
- Maintain group cooperation
- Work independently or as part of team

FUNCTIONAL SKILLS

- Cooperate with all levels in group or organization
- Manage time effectively
- Attention to detail
- Accept responsibility
- Set and meet deadlines
- Successfully juggle multiple demands
- Prioritize tasks
- Implement decisions
- Adapt to changing conditions/work assignments
- Willing to learn
- Design, plan, organize and implement projects

SKILLS IDENTIFICATION WORKSHEET

List 10 skills you possess and write a specific example of how you have demonstrated that skill. Think of concrete examples to demonstrate those skills. Use examples from school, class projects, activities, volunteer experiences, work, internships, athletics etc.

Skills

Example

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

1. _____

2. _____

3. _____

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10. _____
