



## What are transferable skills?

- ✓ Transferable skills are skills developed that you can take with you to different life experiences.
- ✓ They are often acquired through education or through experience.
- ✓ Identifying your transferable skills and communicating the skills to potential employers will greatly increase your job search success.

### Relationship Skills:

#### *Core Relationship*

- Collaborate: work together with peers or clients in contributing to a group effort.
- Demonstrate social/ cultural sensitivity: recognize, respect, and work with individual differences. Value contributions from all.
- Resolve conflict: address issues with individuals, clients or group members to arrive at a mutually satisfactory outcome.

#### *Support/ Service*

- Advocate: enlist support to advance the goals of an individual, organization, initiative or cause.
- Provide care & support: provide emotional support, practical assistance and resources to improve the attitude, health or welfare of others.
- Serve as a liaison: connect individuals, groups or organizations to enhance communication and build alliances.
- Serve clients and customers: assess and resolve customer's problems or need. Strive to meet or exceed expectations.

#### *Counsel/ Teach*

- Counsel, clarify issues: provide guidance, support and resources in personal decision-making and goal-setting.
- Facilitate groups: guide group interaction to reach an agreement, accomplish a task or fulfill the needs of group members.
- Train/ instruct: teach or explain specialized knowledge using appropriate methods and technologies.

### Communication Skills:

#### *Core Communication*

- Listen: actively attend to both the verbal and non-verbal message to fully understand the speaker.
- Speak/ interact: express information or point of view in a clear and understandable manner. Adapt language, tone and style to meet the needs of the listener.
- Write: focus, edit and express ideas using appropriate language, tone, punctuation and grammar.

#### *Persuasion/ Promotion*

- Persuade: influence others to alter a belief, adopt an attitude or take action.
- Promote: endorse or champion a product, service, approach or concept.
- Sell: persuade others of the value of a product or service and convince them to purchase it.
- Speak to groups: present information or point of view to groups in a compelling and effective manner.

#### *Consultation/ Influence*

- Consult: provide expertise in defining challenges and opportunities and recommending a plan of action
- Interview: build rapport, gather information or elicit views by verbal questioning
- Negotiate: develop informal and/ or formal agreements that clarify roles, expectations and resources

### Management/ Leadership Skills:

#### *Organizational Management*

- Coordinate: involve appropriate individuals or groups to achieve a task; arrange the proper or most efficient sequence and logistics of events or activities
- Implement: take necessary action to execute and complete a project or plan
- Manage Projects: establish priorities, work plans, timelines and resources. Set milestones and coordinate and track the work of the team to ensure on-time delivery
- Organize/plan: pull together people, data and/or material resources into an order, arrangement or plan to meet objectives.

#### *Facilitative Management*

- Build a team: assess group strengths and weaknesses and negotiate agreeable roles to create a high performing group.



- Coach: set mutual expectations and provided feedback and assistance to enhance individual or group performance.
- Set goals: establish, clarify, and communicate objectives and expected outcomes.

#### *Leadership and Leadership Potential*

- Envision: formulate and communicate a compelling vision and direction for a group or organization
- Make decisions: select and execute a suitable option to solve a problem or achieve an optimal result.

#### **Analytical Skills:**

##### *Analysis/ Problem Solving*

- Analyze: examine data, ideas, objects, concepts or problems and draw appropriate solutions.
- Research: investigate and gather information from a variety of sources.
- Solve problems: discover the source of a problem and generate an appropriate solution.

##### *Information/ Data Management*

- Categorize/Classify: organize information or objects into groups or classifications.
- Evaluate: assess the value of a service, product or idea.
- Manage data or records: collect, maintain and retrieve data using appropriate methods, procedures or technologies.

##### *Computational/ Quantitative*

- Budget: allocate and schedule expenditures of money, time and resources in executing a plan.
- Compute: calculate and measure quantifiable data to provide useful information.
- Estimate: make rough calculations and approximate measurements.
- Forecast: use numbers, data and trends to anticipate risks and opportunities.

#### **Creative Skills:**

##### *Intuitive*

- Brainstorm: generate many ideas, options or possibilities without making judgement or evaluation.
- Demonstrate foresight: anticipate future trends or possibilities and their implications.
- Use Intuition: recognize and use insight gained through feelings, sensations and visual images.

##### *Inventive*

- Conceptualize: conceive new or creative ideas, methods, structures, models or assumptions.
- Design: develop ideas into a unique form, invention, program, product, artwork or written form.
- Synthesize/ integrate: combine separate parts or elements to form new ideas, concepts, theories or approaches.
- Visualize: use imagination to picture how something will look.

##### *Artistic/ Aesthetic*

- Author/ Compose: use the written word or notes to create an original literary or musical work.
- Create images: use variety of media to express ideas through graphic design, photography, painting or other physical forms.
- Perform: express artistic talent to an audience through singing, dancing, speaking, acting or playing a musical instrument.

#### **Physical/ Technical Skills:**

##### *Visual/ Motor*

- Body coordination: demonstrate physical agility, strength, balance and stamina.
- Hand dexterity: use hands with skill and precision in performing work, using tools, equipment and instruments.
- Observe: detect and monitor changes in objects, actions, information and events.

##### *Build/ Structure*

- Build/ Construct: manipulate tools and equipment to assemble objects, parts or structures.
- Restore/ Renovate: renew and repair objects to original condition.
- Sketch/ Draw: draft plans, pictures or diagrams to convey ideas or information.

##### *Equipment/ Technology*

- Inspect/ Test: examine and evaluate performance against a standard.
- Install: set up, position and adjust equipment, machines or software for use.
- Operate Equipment: control, adjust and maintain the operation of mechanical or electric products or equipment. Repair: diagnose and correct malfunction in mechanical or electric equipment.