TRANSFERABLE SKILLS

Transferable skills are the secret of job-hunting success because they are the most basic unit of whatever career, occupation or job you choose. These skills are not confined to the learning or application of a specific subject. The following are examples of transferable skills:

Planning and Organizational Skills
- Identify and prioritize tasks to be accomplished
- Follow up with others to evaluate progress of tasks
- Assess needs, identify alternative courses of action, set realistic goals
- Conduct meetings and manage time effectively
- Give praise and credit to others for work well done
- Motivate others on group projects
- Facilitate brainstorming activities
- Work effectively with organization members
- Facilitate discussions on program planning processes

Oral and Written Communication Skills
- Organize and present ideas effectively for formal and spontaneous speeches
- Effectively participate in group discussions
- Prepare concise and logically written materials
- Listen carefully and respond to verbal and nonverbal messages
- Listen with objectivity and paraphrase with accuracy
- Respond appropriately to positive and negative feedback
- Debate issues without being abrasive to others

Decision-Making, Supervisory, Management and/or Leadership Skills
- Understand the steps involved with effective decision-making
- Identify quickly and accurately the salient issues when making a decision or solving a problem
- Facilitate groups in the decision-making process
- Implement sound decisions and take responsibility for decisions
- Evaluate the effects and effectiveness of a decision
- Identify people who can contribute to the task or solution of a problem
- Identify resource materials useful to the finding of a solution
- Delegate tasks and responsibilities
- Use effective coaching/mentoring skills with peers or subordinates

Financial Management Skills
- Develop a budget accurately estimating expenses and income
- Justify the organization’s budget to others
- Work within a budget
- Keep accurate and complete financial records
- Ensure timeliness of payments
- Develop and implement a fund-raising event
Critical Thinking, Problem-Solving and Conflict Resolution Skills
- Anticipate problems before they occur
- Define the problem and identify possible/apparent causes
- Identify possible alternative solutions and select the most appropriate ones
- Facilitate group members in identifying and evaluating possible solutions
- Develop plans to implement solutions
- Handle several problems at one time
- Understand the steps involved with critical thinking
- Recognize if a problem needs to be addressed
- Create innovative solutions to complex problems
- Analyze from several perspectives the relationships among events and ideas

Teamwork and Teambuilding Skills
- Motivate team members to work toward common goals
- Understand strengths and weaknesses of members and use strengths to build team development
- Collaborate on projects
- Support and praise one another for reaching goals and accomplishments

Human Relations and Interpersonal Skills
- Interact effectively with peers, superiors and subordinates
- Express one’s feelings appropriately
- Understand the feelings of others
- Mediate between people/groups
- Influence others’ ideas and attitudes
- Be willing to take risks
- Teach a skill, concept or principle to others
- Analyze one’s behavior and the behavior of others in groups
- Behave appropriately in a variety of social settings and under different circumstances
- Work under the pressures of time and the work setting
- Interact with and appreciate people from diverse cultural, social, and religious backgrounds
- Interact with and appreciate physically or mentally challenged individuals

Research and Investigative Skills
- Use a variety of sources of information
- Apply a variety of methods to test the validity of data
- Identify problems and needs
- Design and experiment, plan or model to systematically define a problem
- Identify informational sources appropriate to special needs or problems
- Formulate relevant questions to clarify a problem, topic or issue