Transferable Skills

Transferable skills are those that don't depend on a particular job – they go with you from one position to the next, and contribute to your success in any workplace. To know your transferable skills, you first need to be aware of your strengths and weaknesses. This list can help you identify some of the skills that employers are looking for and think about how those skills apply to you. Which skills are needed for the jobs that you want? Promote those skills to potential employers, and plan to develop those that you may be lacking. Even if you don't have directly related experience, being able to articulate your strengths helps demonstrate to employers that you understand what the job requires and how you can contribute.

PEOPLE SKILLS

Interpersonal skills
- able to interact successfully with a wide range of people
- knows how to express feelings warmly and sensitively
- gives and receives feedback in a constructive manner
- "hears" what is said and implied
- knows how to interpret and use body language
- knows how to use tact and diplomacy
- recognizes and values the uniqueness of individuals
- works well with a wide variety of people: males and females; people from other social, educational, religious, cultural and racial backgrounds; individuals who have disabilities or special needs

Oral communication skills
- presents information and ideas clearly and concisely, with content and style appropriate for the audience (whether one-to-one or in a group)
- presents opinions and ideas in an open, objective way
- able to "think on feet"

Public speaking skills
- able to make formal presentations
- presents ideas, positions and problems in an interesting way
- maintains poise in public situations

Counseling skills
- responds to what others have said in a non-judgmental way ("active listening")
- builds trust and openness with others
- able to help others understand themselves better and to build self-esteem
- able to help others solve their problems
- gives sound advice in an effective way
- able to demonstrate empathy

Coaching / mentoring skills
- gives appropriate advice in a persuasive way
- gives feedback in a constructive way
- helps others to increase their knowledge or skills
- works and communicates with others to satisfy their needs and expectations

**Teaching / training skills**
- able to help others gain knowledge and skills
- able to motivate people to learn new things and to perform well
- able to adjust content and teaching style to the audience
- able to create an effective learning environment

**Supervising skills**
- motivates individuals to perform well
- able to coordinate the assignment of tasks appropriately
- identifies and uses human resources in an effective way
- delegates responsibilities and establishes an appropriate system of accountability
- able to monitor progress and assess the quality of job performance of others

**Leadership skills**
- motivates and empowers others to act
- inspires trust and respect in others
- able to build effective teams
- involves others without coercing or cajoling
- promotes open discussion and involvement of all participants, while not dominating
- able to facilitate and manage group interactions
- able to delegate effectively
- able to gain cooperation from difficult people

**Persuading skills**
- communicates effectively to justify a position or influence a decision
- effective spokesperson; able to explain goals and activities appropriately for audience
- able to sell products
- able to promote ideas
- effective in lobbying for change

**Negotiating skills**
- able to negotiate skillfully
- knows how and when to make compromises

**Mediation skills**
- able to resolve conflicts that stems from different perspectives or interests
- helps those with opposite viewpoints reach mutual agreements, either through consensus or compromise
- encourages give and take’ from both sides; can persuade others to agree to disagree if a compromise position cannot be found
- able to deal with conflict in an open, honest and positive way

**Interviewing skills**
- asks and responds to questions effectively able to make others feel relaxed and to create a feeling of trust

**Client service skills**
- able to build a relationship of mutual trust with clients
- able to understand or perceive clients’ needs
- gives or finds appropriate services
• helps individuals develop more positive attitudes
• helps clients cope with stressful situations
• acts as an advocate for clients
• develops ways (tailored to individual needs) to help people reach personal goals
• able to handle complaints and concerns in a sensitive way

Care-giving skills
• able to identify and respond appropriately to the need for care, counseling, treatment or therapy
• patient and able to empathize with others
• able to give sensitive care to people who are sick or elderly or who have severe disabilities

MIND SKILLS

Analytical / logical thinking skills
• able to draw specific conclusions from a set of general observations (= deductive reasoning)
• able to draw general conclusions from set of specific facts (= inductive reasoning)
• examines data to understand inter-relationships and correlations
• able to compare and contrast details and options
• able to synthesize information and ideas
• able to identify appropriate frameworks for analysis and evaluation

Critical thinking skills
• able to review different points of view or ideas and make objective judgments
• able to examine underlying assumptions
• able to formulate a question, analyze a problem or define a situation with clarity, accuracy and fair-mindedness
• investigates all possible solutions to a problem, weighing the pros and cons
• able to review or develop policy and programs

Creative thinking skills
• able to use imagination and intuition freely
• able to generate new ideas, invent new things, create new images or designs; find new solutions to problems
• able to conceive new interpretations to ideas or information
• able to design new approaches to solve problems
• able to make connections between seemingly unrelated things
• able to reshape goals to reveal new possibilities
• able to use wit and humor effectively

Problem-solving skills
• able to clarify the nature of a problem, evaluate alternatives, propose viable solutions and determine the outcome of the various options

Decision-making skills
• able to identify all possible options, weigh the pros and cons, assess feasibility and choose the most viable option
Planning skills
- able to plan projects, events and programs
- able to determine the need for action
- able to lay out a step-by-step process for achieving a goal
- able to establish objectives and needs, evaluates options, chooses best option
- able to analyze all the requirements (i.e., human, financial and material resources) to accomplish specific goals
- able to establish realistic timetables and schedules

Organizational skills
- able to organize information, people or things in a systematic way
- able to break down an activity into component tasks and coordinates resources (both human and financial);
- assigns appropriate people to undertake tasks
- able to establish priorities and meet deadlines
- able to understand the inter-relationship between the parts of a whole
- able to develop or streamline procedures
- monitors progress and effectiveness

APPLIED / PRACTICAL SKILLS

Advanced writing skills
- able to communicate in writing for maximum impact
- able to select, interpret, organize and synthesize key ideas
- able to adjust style, form and content to a particular audience
- able to draft non-routine correspondence and complex reports
- able to write in a creative way for the general public (e.g., publicity material)
- able to edit a written text to ensure that the message is as clear and concise as possible

Research skills
- able to design research projects
- able to define the scope of a topic
- able to develop appropriate methodology and implement a plan
- knows how to find and collect relevant background information
- able to identify people who have information relevant to the task
- knows how to collect and compile data
- able to analyze data, summarize findings and write a report
- attention to detail; observation skills

Administrative / clerical skills
- able to operate computers and other basic office equipment
- able to do word processing, data entry and basic formatting of texts
- able to compile basic information
- able to design and maintain filing and control systems
- general office work

Financial skills
- able to keep accurate financial records
- able to manage a budget (that is, preparing sound budgets and monitoring expenses)
- able to establish and maintain accounting and auditing procedures
• able to compile financial and other numerical data
• able to prepare financial statements and reports
• able to interpret financial reports and audited statements
• able to monitor inventory flow

Language skills
• competence in a language other than the one dominant in the organization
• functionally bilingual (for example, fluency in French or English as a second language)
• able to translate and/or interpret in a given language
• able to communicate in sign language

Advanced computer skills
• able to use a variety of software programs
• able to learn new software quickly
• able to manipulate data in a computer system
• knowledge about desk-top publishing
• able to design a web page for the Internet

Technological skills
• understands technical systems and operates effectively within them
• understands technical specifications; reads technical manuals with ease
• able to maintain computer or other systems; able to analyze potential dysfunctions and troubleshoot for potential problems
• able to suggest modifications to an existing system or design a new system to improve performance

Performing skills
• able to make presentations for video or television in an interesting way
• able to entertain, amuse and inspire an audience
• able to act, sing or play an instrument in public

Artistic skills
• able to draw diagrams and illustrations
• uses color and design creatively
• able to design displays and publicity material (print, video, Internet)

Perceptual skills
• able to visualize new formats and shapes
• able to estimate physical space

Mechanical skills
• able to install, operate and monitor the performance of equipment and mechanical devices
• able to repair mechanical devices

ADAPTABILITY SKILLS
• capacity to adapt to new situations and settings and to tolerate change well
• ability to work in a changing environment; tolerance for ambiguity
• flexibility to adapt to the needs of the moment
• a positive attitude towards change (this means seeing change as a challenge and yes, even an opportunity rather than as a problem