

A specific set of skills that don't belong to a particular, industry or job;



- They are General skills that can be transferred between jobs, departments and industries

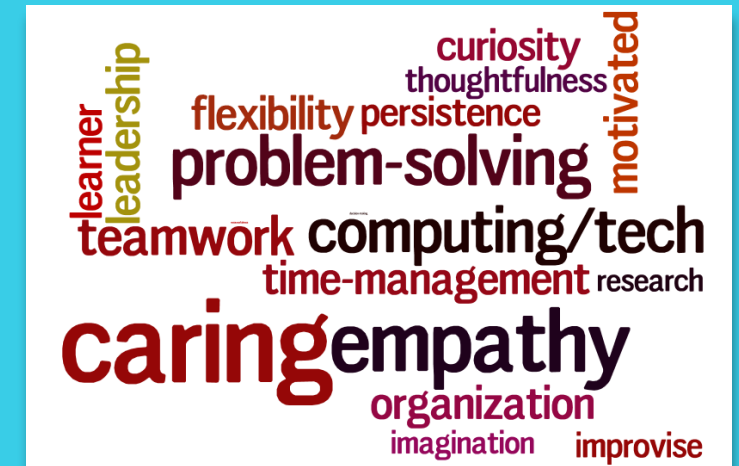
Transferable skills is a vital job-search technique

- **What does it mean for career changers**

Think of everything you've done in terms of how it is transferable to what you want to be doing and portray it that way.)

- **What does it mean for college students**


Believe it or not, your college experiences have prepared you for your first entry-level job in many ways, particularly by helping you gain important transferable skills. Transferable skills are the skills you've developed that are relevant in several or all industries. These skills come from clubs and organizations you were a part of, part-time jobs you held outside of school, tutoring positions, internships, work-study assignments, and even class projects..



The Importance of Transferable Skills

- **Flexibility**
- **Diversity**
- **Portability**
- **Employability**

Learning Flexibility

A colorful Slinky toy, symbolizing flexibility. The Slinky is coiled into a shape resembling a stylized 'S' or a bridge, with the left side transitioning from blue to green and the right side transitioning from yellow to red. The top loops are a mix of purple, pink, and red. The background is white.

Diversity
the thread that holds us together



Research and Planning

- | | |
|--|---|
| <ul style="list-style-type: none">• Forecasting and predicting | <ul style="list-style-type: none">• Creating ideas |
| <ul style="list-style-type: none">• Imagining alternatives | <ul style="list-style-type: none">• Identifying problems |
| <ul style="list-style-type: none">• Gathering information | <ul style="list-style-type: none">• Identifying appropriate resources |
| <ul style="list-style-type: none">• Solving problems | <ul style="list-style-type: none">• Setting goals |
| <ul style="list-style-type: none">• Analyzing information | <ul style="list-style-type: none">• Defining needs and requirements |
| <ul style="list-style-type: none">• Extracting important information | <ul style="list-style-type: none">• Developing evaluation strategies |



Interpersonal Skills and Human Relations

- Developing rapport with coworkers and customers
 - Being sensitive to others
 - Listening
 - Conveying feelings appropriately
 - Providing support for others
 - Motivating others
 - Sharing credit with colleagues
 - Counseling
 - Cooperating
 - Delegating with respect
 - Representing others
- Accurately perceiving feelings or situations
 - Asserting

Creative Thinking Skills

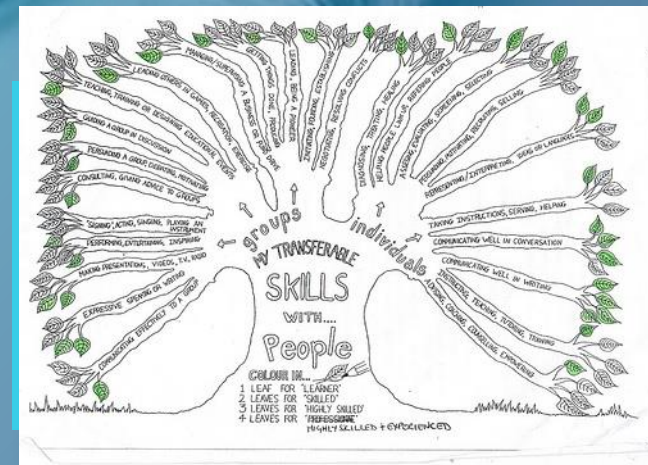


- Demonstrating cognitive flexibility, thinking outside the box
- Conceptualizing situations
- Showing curiosity
- Being imaginative
- Predicting and anticipating shortfalls
- Showing foresight
- Making abstract connections
- Making inferences
- Synthesizing ideas

Work Survival Skills

- Making and implementing decisions
- Cooperating
- Enforcing policies or established rules
- Being punctual
- Managing time wisely
- Attending to detail
- Meeting goals, both short-term and long-term
- Enlisting the help of others when you need it
- Accepting responsibility
- Setting deadlines and meeting them
- Organizing

Transferable skills are the tools you'll need to adapt to any new job.



Strategic Skills

**Leadership and
Team
Management**

**Business
Strategy**

Problem Solving

**Teamwork
Ability
(Collaborative
working)**

Problem Solving

**Teamwork
Ability**

Data Analysis

**Communication
Skills**

**Time
management**

**Work Ethic
(strong work
ethic)**

**Commercial
Awareness**

**Listening and
Providing
Feedback**

Business Strategy

Understanding business strategy is a fundamental skill, whether you are joining a small business or a large corporation

The term business strategy is used to describe a set of actions, plans and goals concerning how the business intends to compete in a particular market with a specific product or service offering.

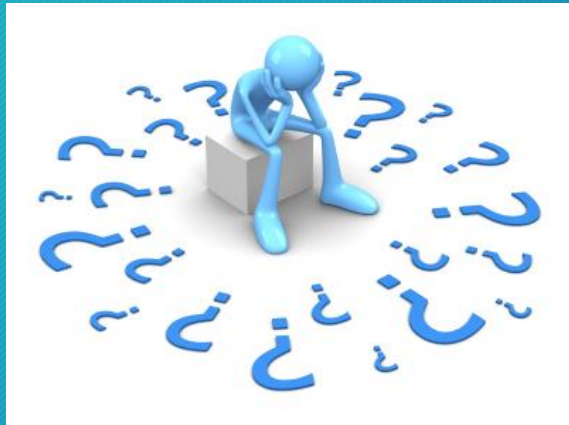
Leadership and Team Management



- **Effective leadership and management involves taking charge and motivating others to achieve specific goals on an individual, team and company level**
- **Possessing leadership and team management skills will mean that you can effectively manage groups and delegate responsibilities, plan and coordinate a variety of tasks, solve problems and resolve conflict, make and implement decisions and coach others**

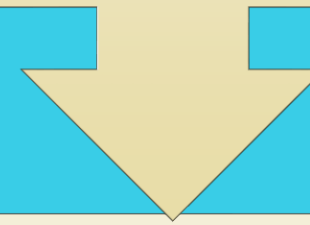
Problem Solving

- Every business encounters issues and if you can demonstrate your ability to solve problems, this will be a major bonus for your application.



Teamwork Ability

Collaborative working is a must for any organization. Employers want to see their staff work together toward the achievement of common goals



Effective teamwork involves sharing credit and accepting responsibility for your own work, being receptive to the ideas and suggestions of your colleagues, building rapport with staff across all areas of the business and establishing effective communication channels to avoid duplicated work, mistakes or other problems

Adaptability

- Adaptability skills are used to continue working towards goals even as teams, projects, management or products change.
- Employers hire flexible candidates who can quickly learn new skills and processes to ensure work is done quickly, efficiently and with a positive attitude.

Teamwork

- Teamwork skills involve the ability to work with others towards a common goal.
- Effective teamwork requires several other qualities such as empathy, active listening and strong communication.

Data Analysis

Being able to **analyze data** is a key task

The ability to evaluate information effectively will contribute in some way to the business.

An employee should be able to use databases to collect data, analyze it and then interpret the information they have collected

Technology literacy

- Technology literacy is your comfort with and ability to navigate new technology.
- Nearly every position in every industry will require the use of technology at some level.
- In an increasingly technological workplace, employers value candidates who can learn new tools and software quickly to complete tasks.



Communication



- **Strong communication is the ability impart information to others by speaking, writing or in another medium. Communication skills help you know when and how to ask questions, how to read body language and how to talk to people to in many contexts.**

Dependability

- Dependability encompasses qualities that make you a trusted employee. It includes punctuality, organization and responsibility.
- Every employer seeks candidates who can be trusted to accomplish tasks well and in a timely manner

A word cloud of character traits centered around the word 'CHARACTER'. The words are arranged in a circular pattern around the central word 'CHARACTER'. The words include: Kindness, Self-Control, Temperance, Responsibility, Humility, Forgiveness, Thoughtfulness, Citizenship, Dependability, Gratitude, Perseverance, Trustworthiness, Courageousness, Integrity, Justice, Honesty, Caring, Sincerity, and Respect. The words are in various colors and sizes, with 'CHARACTER' being the largest and most prominent.

Kindness Self-Control Temperance
Respect Responsibility
Caring Sincerity Humility
CHARACTER Forgiveness
Thoughtfulness
Citizenship
Justice Dependability
Integrity Honesty Gratitude
Perseverance
Courageousness Trustworthiness

Organization, Management, and Leadership Skills

- Initiating new ideas
- Handling details
- Coordinating and planning tasks
- Managing groups
- Delegating responsibility to others
- Teaching
- Counseling
- Coaching
- Promoting change
- Selling ideas or products
- Decision making with others
- Managing conflict
- Following through on tasks
- Multitasking
- Demonstrating effective time management



Organization



- A well-organized person has strong, neat structure in their workspace, tasks and relationships.
- Organized employees typically meet deadlines, communicate with others in a timely manner and follow instructions well.

Time Management

Time management is a way in which you organize and plan your time to carry out specific activities.



A significant factor in time management is prioritization, and it is only with practice that you can learn to prioritize your tasks more effectively, focusing on the most urgent tasks rather than less important activities

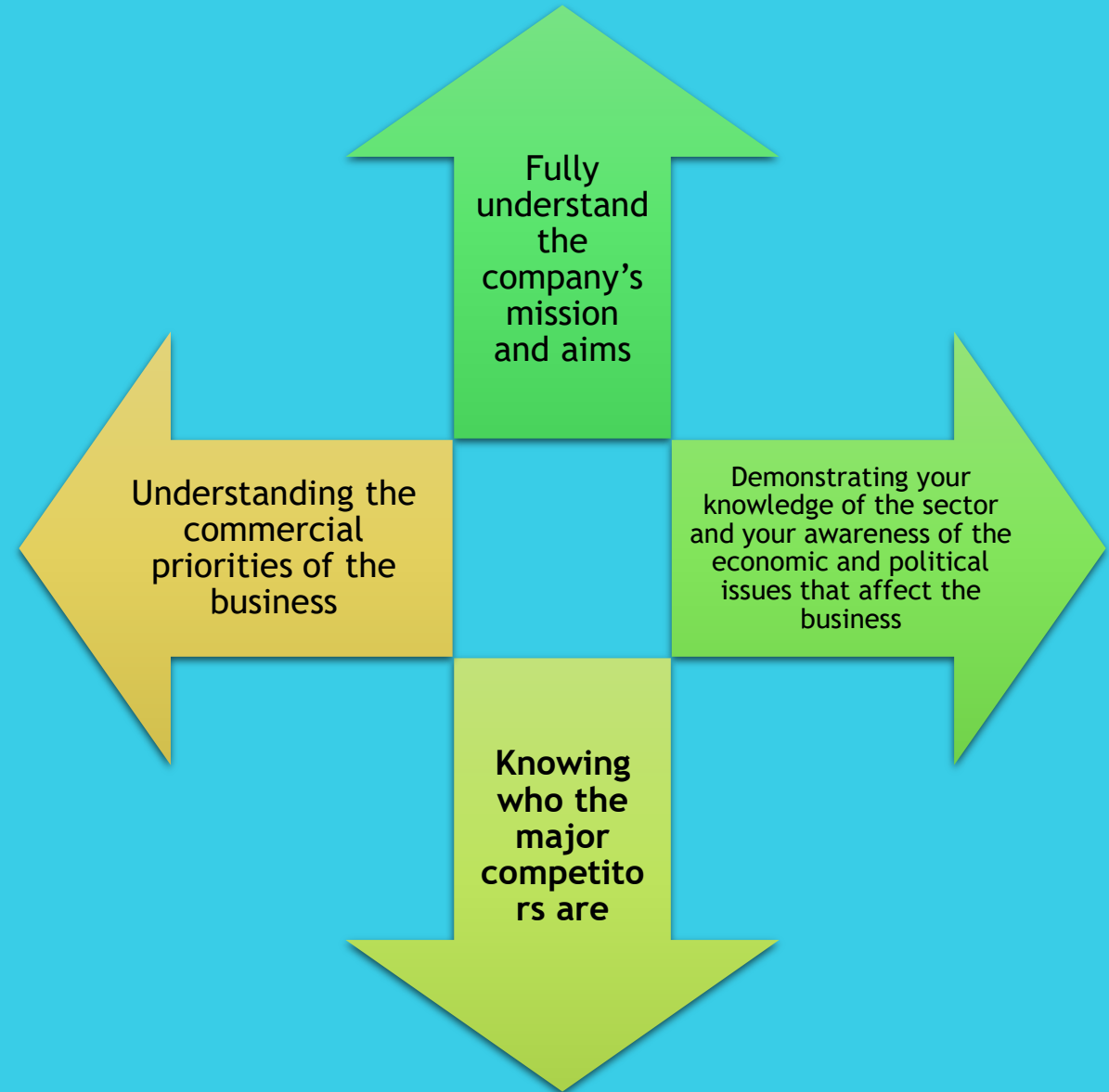
Work Ethic

Having a **strong work ethic** is often part of your own values.



It is based on a personal understanding of taking pride in your work because you want to, rather than the rewards that you may receive

Commercial Awareness



Listening and Providing Feedback



- Listening is the ability to understand and interpret messages and it is key to all successful communication





Transferable
Skills

Which Jobs Require Transferable Skills?

Transferable Skills in Retail

Among the most desired transferable skills for the retail sector are communication, customer service and teamwork.

Transferable Skills in Management

General management skills are highly sought after, as a good manager will be able to transfer easily between sectors. The key skill that can be transferred to different roles is leadership. An individual who can demonstrate the ability to lead, manage and motivate a team would be highly desirable to any recruiter.

Which Jobs Require Transferable Skills?

Transferable Skills in Not For Profit

Within this sector, skills such as problem solving, communication, data analysis and teamwork are essential. Possessing any of these skills would be useful when dealing with large organizations or a diverse range of individuals, from local community organizations through to corporate decision-makers.

TRANSFERABLE SKILLS CHECKLIST

<p>Key Transferable Skills</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meet deadlines <input type="checkbox"/> Ability to delegate <input type="checkbox"/> Ability to plan <input type="checkbox"/> Results oriented <input type="checkbox"/> Customer Service oriented <input type="checkbox"/> Supervise others <input type="checkbox"/> Increase sales or efficiency <input type="checkbox"/> Accept responsibility <input type="checkbox"/> Instruct others <input type="checkbox"/> Desire to learn & improve <input type="checkbox"/> Good time management <input type="checkbox"/> Solve problems <input type="checkbox"/> Manage money/ budgets <input type="checkbox"/> Manage people <input type="checkbox"/> Meet the public <input type="checkbox"/> Organize people <input type="checkbox"/> Organize/ manage projects <input type="checkbox"/> Team player <input type="checkbox"/> Written communications <input type="checkbox"/> Work independently <input type="checkbox"/> Computer Skills <p>Other Transferable Skills (Dealing with things)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Use my hands <input type="checkbox"/> Assemble or make things <input type="checkbox"/> Safety conscious <input type="checkbox"/> Build, observe, inspect things <input type="checkbox"/> Construct or repair <input type="checkbox"/> Off-bearing or feeding machinery <input type="checkbox"/> Follow instructions <input type="checkbox"/> Operate tools and machinery <input type="checkbox"/> Drive or operate vehicles <input type="checkbox"/> Repair things <input type="checkbox"/> Good with my hands 	<ul style="list-style-type: none"> <input type="checkbox"/> Classify data <input type="checkbox"/> Compare, inspect, or record facts <input type="checkbox"/> Count, observe, compile <input type="checkbox"/> Research <input type="checkbox"/> Detail-oriented <input type="checkbox"/> Take inventory <p>Working with People</p> <ul style="list-style-type: none"> <input type="checkbox"/> Patient <input type="checkbox"/> Care for <input type="checkbox"/> Persuasive <input type="checkbox"/> Confront others <input type="checkbox"/> Pleasant <input type="checkbox"/> Counsel people <input type="checkbox"/> Sensitive <input type="checkbox"/> Demonstrate something <input type="checkbox"/> Supportive <input type="checkbox"/> diplomatic <input type="checkbox"/> Supervise <input type="checkbox"/> Speak in public <input type="checkbox"/> Help others <input type="checkbox"/> Tactful <input type="checkbox"/> Insightful <input type="checkbox"/> Teach <input type="checkbox"/> Interview others <input type="checkbox"/> Anticipate needs <input type="checkbox"/> High energy <input type="checkbox"/> Open minded <input type="checkbox"/> Kind <input type="checkbox"/> Take orders <input type="checkbox"/> Listen <input type="checkbox"/> Serving <input type="checkbox"/> Trust <input type="checkbox"/> Working with others 	<ul style="list-style-type: none"> <input type="checkbox"/> Research <input type="checkbox"/> Create new ideas <input type="checkbox"/> Design <input type="checkbox"/> Speak in public <input type="checkbox"/> Edit <input type="checkbox"/> Write clearly <input type="checkbox"/> Prefer details <input type="checkbox"/> Understand the big picture <p>Leadership</p> <ul style="list-style-type: none"> <input type="checkbox"/> Arrange social functions <input type="checkbox"/> Motivate people <input type="checkbox"/> Negotiate agreements <input type="checkbox"/> Decisive <input type="checkbox"/> Plan <input type="checkbox"/> Delegate <input type="checkbox"/> Run meetings <input type="checkbox"/> Direct others <input type="checkbox"/> Explain things to others <input type="checkbox"/> Self-motivated <input type="checkbox"/> Get results <input type="checkbox"/> Share leadership <input type="checkbox"/> Think of others <input type="checkbox"/> Direct projects <input type="checkbox"/> Team builder <input type="checkbox"/> Solve problems <input type="checkbox"/> Mediate problems <input type="checkbox"/> Take risks <input type="checkbox"/> Empowering others <p>Creative, Artistic</p> <ul style="list-style-type: none"> <input type="checkbox"/> Artistic <input type="checkbox"/> Music appreciation <input type="checkbox"/> Dance, body movement <input type="checkbox"/> Perform, act <input type="checkbox"/> Draw, sketch, render
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Transferable Skills Check List



Transferable skills on a resume

- On your resume, there are several options when deciding where to include key transferable skills. You can list transferable skills on your resume in the following sections:
- Resume summary or objective
- Employment history descriptions
- Skills list

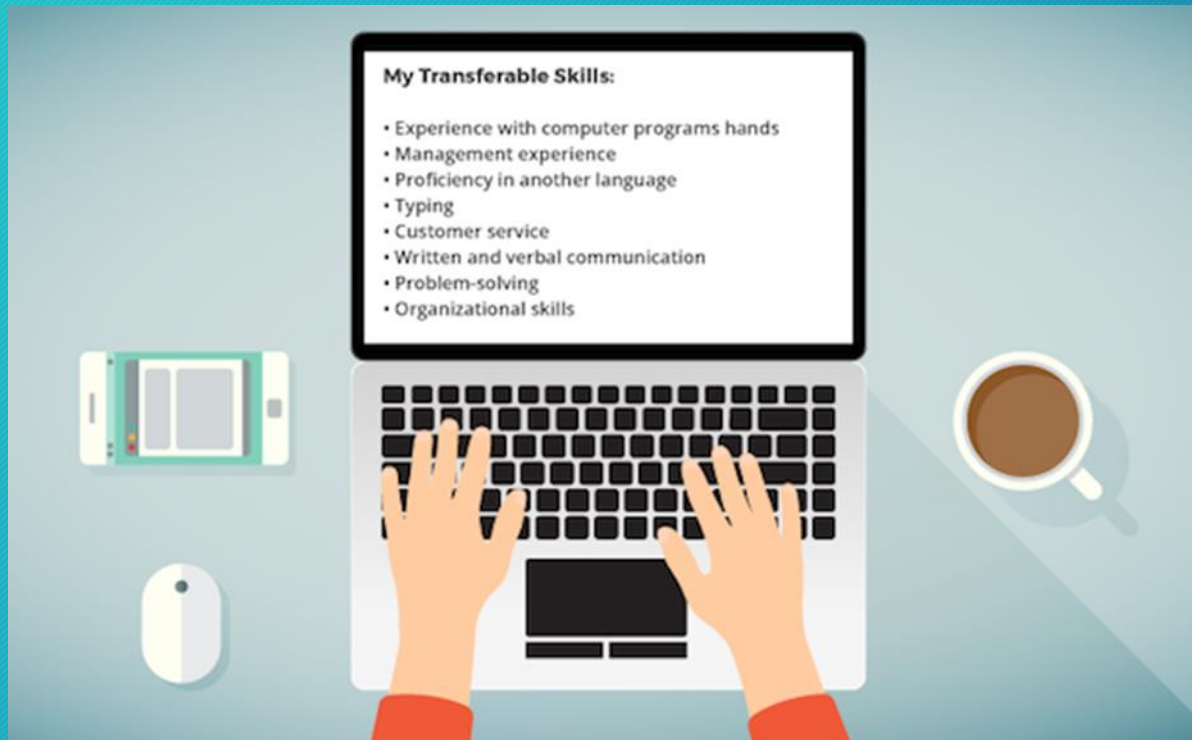


In your employment history section,

identify which skills you used to be successful in previous roles. Instead of simply listing your job duties, you should select 2-3 of your most relevant accomplishments. You likely used several different skills to achieve those goals, so you don't need to state the transferable skill directly. For example, one of your achievements in a previous role might say,

“Established competitive quotas and bonus program for sales department, increasing YoY revenue 10% in most recent fiscal year”

Incorporating Transferable Skills in Your Resume



Transferable skills, also known as “portable skills,”

- “Portable skills,” are qualities that can be transferred from one job to another. You likely already possess many transferable skills employers want, like organization or strong communication.

Emphasizing Transferable Skills In Your Resume Or Interview

- Demonstrate how you used your skills in a specific scenario - giving a brief synopsis of the situation, what you did and the outcome. Try to make your Resume achievements focused. Strategically place transferable skills throughout your _Resume, including in a brief professional summary section which describes you, your skills and your qualities in about six to seven lines at the top of the _Resume. This is designed to catch the attention of the recruiter and encourage them to read further.

Transferable Skills



- In resumes cover letters and during interviews you should always portray your skills as applicable to the job you seek.
- If you have good experience and you're seeking a job in the same field you've pursued in the past portraying your skills as transferable is relatively easy.

Why Should I Include Transferable Skills in My Resume?

- Transferable skills help you market yourself to employers and creating a transferable skills list on your resume is an excellent way for them to see at-a-glance what you'll bring to the table if you are hired.

Transferable skills on a cover letter



- When writing your cover letter, focus on one or two of your transferable skills that the employer has included in the job description. In the body paragraphs of your letter, write about when you've used these skills in past work experiences. For example, a paragraph in a cover letter for a bookkeeper might say:
- *“During my previous role at Crane & Jenkins, I was Head Bookkeeper for over five years and kept an overview of all financial records. During my tenure there, Crane & Jenkins experienced an 18% increase in revenue over five years. I also worked closely with other administrators, and excelled in the team-oriented environment.”*

Transferable skills while interviewing



- During your interview, use examples of when you've used relevant transferable skills to answer your interviewer's questions, if applicable.
- Remember to “show” instead of “tell” when you can, providing specific stories of when you used your skills successfully.

Websites that assess how your occupation can be transferred (matched)

- **My Next Move**
- **<https://www.mynextmove.org>**
- **My Skills My Future**
- **<https://www.myskillsmyfuture.org>**