

# Transferable Skills

A skill is a learned ability to do something well. A transferable skill is a skill that can be used and developed at any job or even in day-to-day life.

Skills that you learn in everyday life can be useful at work.

If you have done any of these things, then you have probably used a skill:



## SPORTS

**Skills Used:** Teamwork, Commitment, Perseverance, Physical Ability, Communication



## COMPETITIONS

**Skills Used:** Performing under pressure, Setting Goals, Following rules



## CLUBS

**Skills Used:** Social Ability, Communication, Co-operation, Flexibility



## VOLUNTEERING

**Skills Used:** Serving Others, Showing Compassion, Self-motivation, Initiative



## PLANNING EVENTS

**Skills Used:** Planning and Organizing, Promoting, Problem Solving, Decision Making



## HELPING OTHERS

**Skills Used:** Practical Skills, Co-operation, Listening, Following Instructions



## ASSIGNMENTS

**Skills Used:** Time Management, Prioritizing, Researching and Analyzing Information



Check off those skills you already have...  
Use these to help build your resume.

# Transferable Skills Checklist

## COMMUNICATION SKILLS

### **Communication Skills**

Present information and ideas clearly and concisely, with appropriate content and style. Express opinions and ideas in an open and objective way.

Able to deliver formal presentations, speak in front of groups and present information in an engaging manner.

Listen carefully to what others say, obtain information and respond appropriately.

Use positive body language and non-verbal communication to build trust and rapport with others.

### **Coaching/Mentoring Skills**

Provide constructive feedback which helps others to increase their knowledge/skills. Empathize, advise and provide guidance based on knowledge and common sense.

Teach/demonstrate skills or tasks, able to create effective learning tools and environments.

### **Negotiating/Mediation Skills**

Able to negotiate with others by providing strong arguments and knowing when and how to make compromises.

Address and resolve conflicts between others in an open, honest, positive way.

### **Interpersonal Skills**

Able to interact successfully with a wide range of people. Understand and use tact and diplomacy for effective communication.

Contribute to group discussions and decisions. Work well in a team setting.

### **Leadership Skills**

Prioritize and delegate tasks, establish an appropriate system of accountability. Oversee others work and assess quality/performance.

Motivate/inspire others to work efficiently and improve performance.

## PERSONALITY BASED SKILLS

### **Problem-solving Skills**

Draw specific conclusions from a set of general observations or specific facts. Synthesize information and ideas.

Review different points of view or ideas and make objective judgements, investigate all possible solutions to a problem, weighing the pros and cons.

Clarify the nature of a problem, evaluate alternatives, propose viable solutions and determine outcomes.

### **Organizational Skills**

Plan projects, events and activities, establish objectives and needs, evaluate and select best option.

Set goals, establish priorities, multi-task, manage time, meet deadlines.

Organize and arrange information, people or things in a systematic way.

### **Adaptability Skills**

Capacity to adapt to new situations and to manage change. Maintain a flexible attitude and be willingly spontaneous.

Work effectively when under pressure without becoming emotional or unable to perform at the usual rate/standard.

Respond to stressful or crisis situations with appropriate action. Remain calm and collect, make sound judgement and decisions in difficult situations.

### **Social Skills**

Empathize and show compassion for others. Understand cause and effect of a variety of social issues.

Enjoy helping and serving others, gain personal satisfaction from other people's positive outcomes. Offer practical and emotional support for others.

Possess self-control and patience when interacting with people. Able to utilize wit and humour appropriately.

## PRACTICAL SKILLS

### **Research Skills**

Find and collect relevant information, analyze data, summarize findings and write reports.

### **Financial Skills**

Keep accurate financial records, manage a budget, estimate and calculate expenses. Understand financial and mathematical concepts, and numerical reasoning.

### **Language skills**

Speak, read, write a second or multiple languages. Able to translate and/or interpret from one language to another.

### **Technology Skills**

Proficient in a variety of devices, equipment, software programs and applications. Able to troubleshoot and resolve issues.

Understands technical systems and operate effectively within them. Read and apply technical manuals/instructions with ease.

### **Creative Skills**

Utilize color and design creatively. Able to generate new ideas, invent new things, create new objects, images or designs.

Possess good visual perception, able to visualize new formats and shapes, able to estimate physical space.

### **Mechanical Skills**

Install, operate and monitor the performance of equipment and mechanical devices. Use hand and power tools to repair mechanical devices.

### **Physical Skills**

Perform manual tasks with ease, such as lifting, carrying, pulling, pushing, etc. Possess physical strength and stamina.

Complete jobs that require manual dexterity, excellent fine motor skills, quick response times.

Able to work effectively at heights, in small spaces, outdoors in all weather.