

# Transferable Skills Activity

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Transferable Skills are non-job specific skills which can be used in a variety of careers. These skills are developed through coursework, experiential learning, activities, volunteer experience and more. Your VALUE as a potential career candidate will rely on your ability to identify and communicate your transferable skills effectively. This activity sheet is designed to help you identify, promote and develop your transferable skills.

In each broad category are some specific transferable skills. There are more; these are an illustration. Please indicate to what extent you have developed this skill. **1 – Not at all or poorly developed** **2 – Able to do it, but not particularly well** **3 – Developing – getting better all the time** **4 – Very well developed**

## Management/Administration

- \_\_\_\_\_ Plan and arrange events, meetings or activities
- \_\_\_\_\_ Delegate responsibility to others
- \_\_\_\_\_ Bring order out of confusion
- \_\_\_\_\_ Assess and evaluate your own work as well as that of classmates or coworkers
- \_\_\_\_\_ Use databases or software to organize and present information
- \_\_\_\_\_ Remain flexible-see obstacles as a challenge rather than a setback
- \_\_\_\_\_ Manage multiple tasks
- \_\_\_\_\_ Identify and manage ethical issues

## Communication

- \_\_\_\_\_ Listen-answer questions, provide information, accept input
- \_\_\_\_\_ Write or edit correspondence, reports, records, and technical or specialized documents
- \_\_\_\_\_ Present information to large and small groups
- \_\_\_\_\_ Persuade-give recommendations, convince others to adopt your ideas
- \_\_\_\_\_ Negotiate-settle disagreements, or help others to see all sides of a situation
- \_\_\_\_\_ Read or speak another language fluently
- \_\_\_\_\_ Express yourself confidently and creatively
- \_\_\_\_\_ Communicate electronically-use the web and email to present and exchange information

## Research

- \_\_\_\_\_ Identify and classify information-figure out where to find an answer and search for details
- \_\_\_\_\_ Investigate and record findings

\_\_\_\_\_ Determine a hierarchy of tasks even when not given a designated starting point

\_\_\_\_\_ Manage obstacles--be persistent and resourceful

\_\_\_\_\_ Use online databases or the internet to conduct research

## Leadership

- \_\_\_\_\_ Lead or direct a team
- \_\_\_\_\_ Appraise and evaluate others' work
- \_\_\_\_\_ Resolve problems and conflicts
- \_\_\_\_\_ Motivate people into action
- \_\_\_\_\_ Encourage others to do their best
- \_\_\_\_\_ Use intuition to understand and respond to the work environment and people's needs
- \_\_\_\_\_ Work well with people from a range of backgrounds
- \_\_\_\_\_ Teach or train others

## Problem Solving

- \_\_\_\_\_ Analyze problems
- \_\_\_\_\_ Grapple with abstract issues
- \_\_\_\_\_ Define and expand issues
- \_\_\_\_\_ Identify several solutions to the same problem and choose the appropriate alternative
- \_\_\_\_\_ Create new ways to solve ongoing concerns--subvert the dominant paradigm
- \_\_\_\_\_ Use critical judgment to determine cause and effect relationships
- \_\_\_\_\_ Set and attain goals
- \_\_\_\_\_ Innovate-think "outside the box"
- \_\_\_\_\_ Forecast or predict

Take a look at the skills you rated 4 (or 3, if needed). Use the matrix below to help you compose a detailed statement about your skills. These statements could be used to develop points for your resume, build a 30 second to 2 minute elevator pitch, or highlight in an interview.

<b>Transferable skill</b>	<b>Situation</b> – Explain the set of circumstances, possibly the location or surroundings.	<b>Task</b> – What did you have to do address the situation?	<b>Action</b> – What did you do (include steps), and why?	<b>Result</b> – What was the outcome of your action?

Sources: Case Western Reserve University Career Center Career Search Guide, University of Hawaii Student Employment & Cooperative Education