

Which of these transferable skills have you acquired through prior employment, school, apprenticeships, internships, formal and informal training, hobbies, and volunteer experiences?

Communication skills

- Use listening skills to understand oral instructions
- Learn new procedures
- Understand and carry out written instructions
- Orally convey information to others
- Observe and assess your own and others' performances
- Communicate in writing
- Use mathematical processes to solve problems
- Speak in public
- Demonstrate professionalism

People Skills

- Provide constructive criticism
- Receive feedback
- Coordinate actions with other people's actions
- Negotiate, persuade, and influence people
- Motivate others
- Handle complaints
- Train or teach new skills
- Delegate work
- Oversee others' work
- Perform outreach
- Counsel people
- Build strong customer relationships
- Collaborate with others
- Mentor less experienced colleagues
- Resolve conflicts
- Develop relationships with suppliers
- Demonstrate comfort when dealing with all people
- Gain clients' or customers' confidence

Management Skills

- Oversee budgets
- Recruit personnel
- Review resumes
- Interview job candidates
- Select new hires
- Supervise employees
- Allocate resources such as equipment, materials, and facilities
- Schedule personnel
- Chair meetings
- Negotiate contracts
- Evaluate employees
- Organise committees
- Project Management
- Conflict resolution

Clerical Skills

- Perform general clerical and administrative support tasks
- Design forms, correspondence, and reports
- Manage records
- Take minutes at meetings
- Use word processing software
- Use database management software
- Use spreadsheet software
- Use desktop publishing software
- Use presentation software
- Perform data entry
- Keep track of accounts receivable, accounts payable, billing, and other bookkeeping tasks
- Screen telephone calls
- Greet visitors

Analytical, Research and Planning Skills

- Identify and present problems to upper management

- Anticipate and prevent problems from occurring or reoccurring
- Use critical thinking skills to make decisions or evaluate possible solutions to problems
- Solve problems
- Brain storming
- Deal with unexpected situations
- Define the organisation's or department's needs
- Set goals
- Prioritise tasks
- Locate and reach out to suppliers or sub-contractors
- Analyse information and forecast results
- Manage your time and meet deadlines
- Plan and implement events and activities
- Create and implement new policies and procedures
- Develop a budget
- Coordinate and develop programs
- Document procedures and results
- Produce reports
- Conduct research using the Internet and library resources
- Generate ideas
- Implement new strategies

Computer and Technical Skills:

- Use computer software that is related to job
- Use job-related equipment and machinery
- Install software on computers
- Use the Internet, including email and search engines
- Social Media
- Use office equipment such as printers, copiers, and fax machines
- Troubleshoot problems with hardware and software
- Install equipment
- Troubleshoot problems with and repair equipment
- Maintain equipment

- Inspect equipment to identify problems

Leadership

- Motivation
- Coaching
- Delegation
- Decision making
- Collaboration
- Creativity
- Giving feedback
- Commitment
- Strategic thinking
- Critical thinking
- Communication
- Influencing

Additional Skills:

- Demonstrate fluency or working knowledge of a foreign language
- Demonstrate fluency or working knowledge of sign language
- Fundraise
- Write grants
- Design websites

Use Your Transferable Skills to Market Yourself to Prospective Employers

Your CV or job application should demonstrate to prospective employers that you are a qualified candidate. This is where your transferable skills come in. Work them into your job applications taking care to match the language you use to the language the employer uses in its job description.

Be sure to discuss your transferable skills in job interviews as well. When you answer potential employers' questions, talk about those that are relevant to the positions for which you are applying.

Matching Your Abilities to the Job Skills Required

Show employers that you have the skills necessary when you apply for a job by demonstrating this in your CV, application, cover letter, and during the interview. Job listings often include a list of skills that employers require of applicants.

The list of transferable skills above isn't random. It's grouped into five distinct categories that boost your employability skills every employer values:

1. Communication

Easily the most important transferable skill of them all. Communication skills are crucial regardless of the situation. And it doesn't matter if you want to communicate an idea of yours to the world or have a conversation with a colleague.

Communication is a two-way process—it's about self-expression and listening to others. If you're unable to get your point across or focus on what you're being told, you clearly need to improve your communication and active listening skills.

2. Analytical skills

Why do businesses exist? Because they help people solve problems. The more effective they are at solving problems the better they fare.

Now, problem-solving skills are part of a larger set of analytical skills. Of all transferable skills, employers value analytical skills the most. In fact, it's hard to find a job offer that doesn't require them.

Why?

Because those who think analytically and help solve problems are exactly the ones who help businesses thrive.

3. Management

You don't need to be a manager to have management skills.

Management skills cover a broad spectrum: from project management to people management to time management or action planning.

Take a look at the list of management skills above to identify what you're good at.

Use this valuable transferable skill to your advantage.

4. Leadership

Arguably, the most difficult of transferable skills to master.

Leadership and management skills are often conflated, but they aren't the same.

Management is about efficiency. Leadership is about inspiration. It requires possessing a strong set of interpersonal skills.

Leaders motivate and set a model to follow. They are great communicators and their soft skills are beyond compare.

People follow true leaders not because of seniority level, but because deep down they feel it's the right thing to do. They are the ones who help build the teamwork skills of everyone around them.

Watch the inspiring TED Talk by Simon Sinek to learn more about what leadership is about. And find out if you're a leader yourself.

5. Computer and technical skills

Like it or not—

We're living in a world where technological competence is a must-have. Even when your job isn't centered around technology, you are expected to have basic technical skills. It's a set of hard skills relevant for most positions.

These technical and computer skills are easily transferable from one job to another, and the more you're able to offer, the higher your employability.

Remember:

Technology changes at high speed and so do the ways we all work. That's why it's crucial to keep abreast of the technologies that give you the upper hand in your professional field.

Cut to the chase—

Transferable skills are important for a number of reasons. Here's a quick summary of the main benefits of transferable skills:

They prove your flexibility.

This is relevant both to you and employers. If you know what your strengths and skills are, you'll never be afraid of losing or changing a job. Thanks to your transferable skills you can succeed in many different roles and situations. Plus, employers will always value employees whose potential goes beyond their core competencies.

They increase your employability.

As a flexible and adaptable candidate, you may gain a competitive advantage over the more experienced ones. If you lack experience but you learn quickly, display a can-do attitude, and have a wide array of transferable skills to offer, the employer may consider you before the others. It's part of the so-called hiring for attitude approach.

You already have them.

You hone your transferable skills all the time.

You won't lose them.

Once you learn a transferable skill, it's yours for a lifetime.