

Transferable Skills: Communication

This section refers to the expression, transmission, and interpretation of knowledge and ideas, and includes these specific skills:

- Speaking effectively
- Writing concisely
- Listening attentively
- Expressing ideas
- Facilitating group discussion
- Providing appropriate feedback, either independently or when asked
- Negotiating
- Perceiving nonverbal messages
- Persuading others
- Reporting information
- Describing feelings
- Interviewing
- Editing

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Transferable Skills: Analytical

This list includes your ability to conceptualize future needs, your solutions for meeting those needs, and your search for specific knowledge that is required for completing a task.

- Forecasting and predicting
- Creating ideas
- Identifying problems
- Imagining alternatives
- Identifying appropriate resources
- Gathering information
- Solving problems
- Setting goals
- Extracting important information
- Defining needs and requirements
- Analyzing information
- Developing evaluation strategies

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Transferable Skills:

Interpersonal & Human Relations

This refers to your ability to work well with others, especially when it involves conflict resolution or problem-solving.

- 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

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Transferable Skills: Creative Thinking

This list includes competencies related to thinking critically or being flexible in your thinking. You might need to spot patterns in the information you're analyzing, for instance, or devise a new solution to an ongoing problem.

- 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

Transferable Skills: Organization, Management, & Leadership

These skills relate to your ability to supervise, direct, and guide individuals and groups in the completion of tasks and fulfillment of goals.

- 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

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Transferable Skills: Work Proficiency

These are the day-to-day, nitty-gritty skills that assist in promoting effective production and work satisfaction.

- 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

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