

# TRANSFERABLE SKILLS

## Transferable Skills Inventory

Transferable skills serve as a toolbox which you can carry with you throughout your career. Highly valued skills include:

- Meeting deadlines
  - Implementing agreed goals and expectations
  - Managing projects
  - Facilitating meetings
  - Building team spirit and being a cooperative team player
  - Getting along with others
  - Building lasting relationships
  - Being results oriented
  - Having a desire to learn and improve
  - Being punctual
  - Attending to details
  - Enlisting help when needed
  - Accepting responsibility
  - Managing your time
  - Recognizing and reorganizing priorities
  - Working well under pressure
  - Speaking effectively, writing concisely, and listening attentively
  - Identifying, analysing, and creatively solving problems
  - Developing rapport with, being sensitive to, and providing support for others
  - Taking initiative
  - Being able to quickly adapt to changing circumstances
  - Multi-tasking
  - Identifying and resolving ethical issues
  - Tolerating ambiguity
  - Managing resources
  - Others?
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### Presenting Your Transferable Skills

Developing and identifying transferable skills is not enough—you must be able to use them to become a highly attractive job candidate as well as a valued member of a team. Here are a few effective strategies to try:

1. Choose your top 10 transferable skills
2. Think of specific examples of how and when you have used those skills (these can relate directly to the achievements you outlined in your Strengths Inventory)
3. When applying for or interviewing for a job, pinpoint the match between your skills and experience and the organization's needs
4. Describe how your experience is applicable to a department or mission's goals. Articulate how you would apply the skill to meet their needs.

**My top ten transferable skills are**

1. \_\_\_\_\_

When did I use this skill? \_\_\_\_\_

How did I apply this skill? \_\_\_\_\_

2. \_\_\_\_\_

When did I use this skill? \_\_\_\_\_

How did I apply this skill? \_\_\_\_\_

3. \_\_\_\_\_

When did I use this skill? \_\_\_\_\_

How did I apply this skill? \_\_\_\_\_

4. \_\_\_\_\_

When did I use this skill? \_\_\_\_\_

How did I apply this skill? \_\_\_\_\_

5. \_\_\_\_\_

When did I use this skill? \_\_\_\_\_

How did I apply this skill? \_\_\_\_\_

6. \_\_\_\_\_

When did I use this skill? \_\_\_\_\_

How did I apply this skill? \_\_\_\_\_

7. \_\_\_\_\_

When did I use this skill? \_\_\_\_\_

How did I apply this skill? \_\_\_\_\_

8. \_\_\_\_\_

When did I use this skill? \_\_\_\_\_

How did I apply this skill? \_\_\_\_\_

9. \_\_\_\_\_

When did I use this skill? \_\_\_\_\_

How did I apply this skill? \_\_\_\_\_

10. \_\_\_\_\_

When did I use this skill? \_\_\_\_\_

How did I apply this skill? \_\_\_\_\_

