

Career Planning Transferable Skills

What are Transferable Skills?

- Simply put, they are skills you have acquired during any activity in your life -- jobs, classes, projects, parenting, hobbies, sports, virtually anything**
- That are transferable and applicable to what you want to do in your next job.**

What are Job related Skills?

- Job-related skills** are skills that you use while in a particular job. An example: dental hygienist would know how to use the dental technology for cleaning teeth and how to take x-rays

Nontransferable Skills:

- Technical skills** are nontransferable skills that may or may not be used in other settings.

1) Technical skills apply to a specific job or occupation.

Example: Drawing - cartoonist

Teeth cleaning - dental hygienist

Sewing - tailor

What are Marketable Skills?

- Marketable job skills can be broken down into five basic categories -- skills sets -- that job-seekers can use in showing applicable skills from one job/career to the next**

Five Areas of Broad Transferable Skill sets:

- Communication Skills** – able to transfer knowledge and ideas
- Research & Planning** – forecast, analyze, and solve problems
- Human Relations** – use interpersonal skills to build relationships, resolve conflict and help people
- Organization, Management & Leadership** – supervise, direct, guide individuals and groups
- Day to Day - Work Survival** – promote effective production and work satisfaction i.e. meeting goals, making and implementing decisions, deadlines and time management

Why are Transferable Skills Important?

- Bottom line:** Transferable skills are essential for success in the competitive market place that *we* are in now. These are the skills that are applicable from **job to job** and to a variety of work settings.

Leveraging Transferable Skills – Resume Makeover

From Secretary/Administrative Assistant to Account Representative Administrative Sales

DO:

- Emphasize sales, customer service, interpersonal, and communication skills
- State: Interact with a wide variety of personalities and management levels to schedule meetings and make travel arrangements.

DON'T:

- Emphasize administrative experience
- Computer experience
- State: Schedule meetings and appointments and coordinate travel arrangements.

Listing of Transferable Skills:

- Plan and arrange events and activities
- Delegate responsibility
- Motivate others
- Attention to visual detail
- Assess and evaluate my own and the work of others
- Deal with obstacles, crises / troubleshoot
- Multi-task
- Present written material
- Present material orally
- Manage time effectively
- Repair equipment or machinery
- Keep records / finance / budget
- Handle complaints / customer service
- Coordinate fundraising activities
- Build or construct
- Design buildings, furniture, historical archives (scrapbooking)
- Manage finances
- Speak a foreign language (specify languages)
- Use sign language
- Utilize computer software (specify programs)
- Train

Transferable Skills Sets for Job-Seekers

Marketable job skills can be broken down into five basic categories -- skills sets -- that job-seekers can use in showing applicable skills from one job/career to the next.

Below is a list of five broad skill areas, which are divided into more specific job skills.

Communication: the skillful expression, transmission and interpretation of knowledge and ideas.

- Speaking effectively
- Writing concisely
- Listening attentively
- Expressing ideas
- Facilitating group discussion
- Providing appropriate feedback
- Negotiating
- Perceiving nonverbal messages
- Persuading
- Reporting information
- Describing feelings
- Interviewing
- Editing

Research and Planning: the search for specific knowledge and the ability to conceptualize future needs and solutions for meeting those needs.

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

Human Relations: the use of interpersonal skills for resolving conflict, relating to and helping people.

- Developing rapport
- Being Sensitive
- Listening
- Conveying feelings
- Providing support for others
- Motivating
- Sharing credit
- Counseling
- Cooperating
- Delegating with respect
- Representing others
- Perceiving feelings, situations
- Asserting

Organization, Management and Leadership: the ability to supervise, direct and guide individuals and groups in the completion of tasks and fulfillment of goals.

- Initiating new ideas
- Handling details
- Coordinating tasks
- Managing groups
- Delegating responsibility
- Teaching
- Coaching
- Counseling
- Promoting change
- Selling ideas or products
- Decision making with others
- Managing conflict

Work Survival: the day-to-day skills that assist in promoting effective production and work satisfaction.

- Implementing decisions
- Cooperating
- Enforcing policies
- Being punctual
- Managing time
- Attending to detail
- Meeting goals
- Enlisting help
- Accepting responsibility
- Setting and meeting deadlines
- Organizing
- Making decisions