Identifying Skills

When reviewing the following list of transferable skills, ask yourself the following questions:

- Is this a skill I have?
- Is this a skill I like to use?
- Is this a skill I do not enjoy using?
- Is this a skill I would like to develop (or develop further)?

Communication Skills

Dynamic/Engaging – Energetic/lively and able to capture and hold the attention of an audience
Interview – Draw desired information from subjects through insightful or thorough questioning
Listen – Make an effort to hear; pay attention; tune in attentively without interruptions or judgment, give visual and oral encouragement, and/or reflect thought and feelings back to speaker
Negotiate – Arrange, settle, or bargain for something through conference, discussion or compromise
Persuade – Appropriately encourage someone to do something through reasoning, urging and or inducement
Proofread/Edit – Check writing for proper word usage, grammar and style and make the necessary corrections
Writing – Skillfully compose any or all of the following with the intended audience in mind: reports, research papers, news articles, stories, letters, promotional flyers or educational materials

Personal Management Skills

Adaptable/Flexible – Responsive to change and open to alternate ways of doing things
Calm/Composed – Maintain composure in the face of conflicts, crises or unexpected changes
Committed/Dedicated – Willing to devote time, energy and do what it takes to complete a project/task
Decisive – Able to make quick, resolute/conclusive decisions using available data
Efficient – Being effective without wasting time, effort and/or expense
Initiative – Recognize or even anticipate what needs to be done, and take action to get it done without being prompted or asked
Manage Time Effectively – Plan and carry out activities to meet deadlines and avoid scheduling conflicts
Meticulous/Detail-oriented – Pay precise and careful attention to ensuring details are complete, accurate and/or consistent
Organize – Arrange and maintain work materials or tasks in an orderly, functional, structured fashion
Plan – Develop a scheme or strategy that defines goals/objectives, outlines the steps, individuals and resources required, and set timeframes for completion

Research Skills

Curious/Inquisitive – Eager to investigate and learn more
Design Experiments – Plan and execute an experiment that gathers appropriate data to test a hypothesis
Research – Compile information from primary, secondary and other sources around a specific topic
Interpersonal/Leadership/Team Work Skills

Liaise – Serve as a channel for communication or contact between persons or groups, usually with the goal of building connections

Embrace Diversity - Respect and eagerly accept differences among people, including differences in how they think and act

Feedback - Accept and provide input, ideas and information aimed at helping to improve or enhance something

Lead - Guide, direct or mobilize others toward accomplishing a goal or completing a task

Manage and Resolve Conflict – Objectively listen to, and provide opportunities to discuss and address the concerns and interests of individuals in disagreement

Motivate – Inspire or generate involvement and action; stimulate peak performance in others

Network - Build and maintain mutually beneficial connections

Personable - Build rapport with others easily and/or consistently, develop mutual trust and respect, and respond to others’ ideas

Thinking/Problem Solving Skills

Analyze - Break down and examine issues, topics or problems in a thorough, methodical manner

Evaluate - Judge, review, critique feasibility or quality against specific standards

Generate New Ideas - Come up with innovative perspectives or concepts from scratch or through applying well known concepts to new situations

Multiple Perspectives - Look at an issue, topic or situation from a number of different views, making connections others may miss

Problem Solve - Recognize a problem exists, identify it, generate ideas for resolution, execute the most appropriate solution and evaluate the outcome

Sort, Compile and Rank Data - Make sense and order out of a large amount of data

Use Numbers – Measure, calculate, observe and/or record data

Helping Skills

Advise – Provide information, insight or suggestions to support and aid an individual

Advocate - Speak for, intercede on behalf of and/or defend something or someone

Patient - Understand and tolerate difficult or challenging people, situations or tasks

Supportive – Provide help and assistance readily when others are in need

Teach – Successfully convey a concept or principle to others using a method appropriate for that person