

Transferable Skills

Often, when people want to change jobs or even change industries, some of the difficulties that they come up with involve feeling that they are stuck in the same job because it's all they've ever done. And while this may be true, it's not true that they don't have any skills that could be used in other positions. In any case, whenever you go to a new workplace or company, you have to learn the ropes in the new position. Therefore, often the details of the job or the industry may be different, but the fundamental skills are the same. The first step is to identify all of the transferrable skills you have acquired in your professional experience. Use the list below for some help.

- Customer Relationship Management
- Delegation and Monitoring
- Conflict Resolution
- Creative Thinking and Problem Solving
- Effective Decision Making
- Professional Communication Skills
- Interpersonal Relations
- Leadership and Team Building
- Commercial Awareness
- Emotional Intelligence
- Attention to Detail
- Computer Programmes (Office, iLife etc.)
- Foreign Languages
- Drivers Licence
- Written and Verbal Communication
- Numeracy and Analytical Skills
- Project Management Skills
- Research and Evaluation
- Results Orientated
- Forward Thinker
- Analytical Thinker
- Customer Focused
- Managing and Developing Staff
- Empowering Others
- Operating (Specialised) Equipment
- Time Management Skills
- Organisation Skills
- Presentation Skills
- Influencing and Sales Skills
- Change and Adaptability Skills

Transferable Skills



2. The second step is to be able to give examples of when you used them. Think back through your experience and make a list of examples of when you have used these skills.

Examples when I have shown these competencies:

TRANSFERABLE SKILL 1:

Ex. 1:

Ex. 2:

TRANSFERABLE SKILL 2:

Ex. 1:

Ex. 2:

TRANSFERABLE SKILL 3:

Ex. 1:

Ex. 2: