

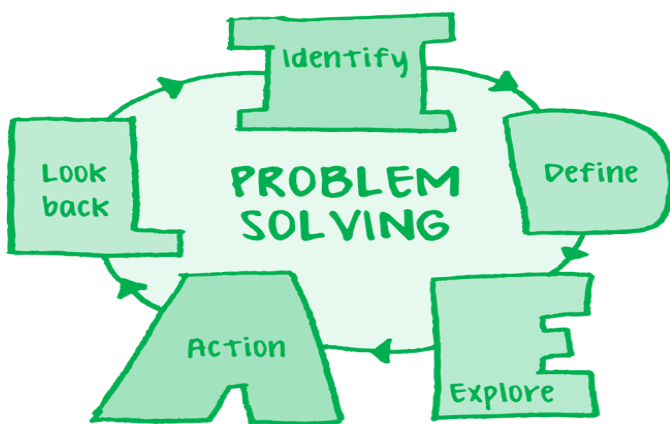
# HELPING YOU IDENTIFY YOUR TRANSFERABLE SKILLS



## What are Transferable Skills?

“Transferable skills are skills and abilities that are relevant and helpful across different areas of life: socially, professionally and at school. They are ‘portable skills’. (Skillsyouneed.com, 2016)

“In addition to the skills that you have developed in the classroom, there are numerous other skills that you develop through extra-curricular activities, part-time jobs, volunteer work, etc.” (Clare Tattersall, 2012)



## Problem Solving Skills

- Gathers additional information
- Explains problems and solutions
- Interacts and engages people to gain answers/seek information
- Identifies possible solutions
- Defines cause and effect relationships

## Versatility

- Improvises quickly
- Creativity
- Experiments and tries different things
- Multitasks effectively



## Time Management

- Organizes tasks effectively
- Meets deadlines
- Sets attainable goals and prioritizes requirements

## Interpersonal Skills

- Inspires trust
- Sensitive to the needs of others
- Understanding, fair, and patience,
- Personable
- Listens to others



## Communication Skills

- Expresses ideas and concepts clearly and effectively
- Concise writing skills
- Courteous and respectful of others
- Explains difficult concepts clearly

## Motivation/ Enthusiasm

- Takes on additional responsibilities
- Ready to try different/new things
- Committed to personal growth and learning
- Learns from others
- Enthusiastic and Engaged



## Leadership Qualities

- Takes initiative
- Generates group discussions, gathers diverse perspectives
- Motivates others
- Works independently
- Decisive in action

## Team Player

- Willingness to share credit and express appreciation
- Collaborates with others (colleagues, volunteers, classmates)
- Respects opinions of others



For more information:

University of Victoria: Human Resources. *Top Ten Transferable Skills Most Likely to be of Interest to Employers.*  
<https://www.uvic.ca/hr/assets/docs/recruitment/Top%2010%20Transferable%20Skills%20Most%20Likely%20to%20be%20of%20Interest%20to%20Employers>