

Transferable Skills

Key Skills Sought by Employers

It is important to remember that there are many skills. Not all people have the same skills, nor do all jobs require the same skills. The Career Development Centre has conducted a review of the key skills sought by employers and has developed an inventory based on this information. As you review the inventory of skills, you may notice that many of the skills listed are related to each another. In addition, several of the skills could be argued to appear under more than one heading. We agree many skills are related and could also be considered equally valid under other categories. In fact, even the categories themselves could be re-named or combined differently. The key to this exercise is to identify the skills from the list which you either already have or would benefit from developing as they relate to your individual career path.

For each skill consider both your ability and the relevance of the skill for your job or career.

For the purpose of **resumé or interview** preparation, focus on your best, most relevant skills.

For the purpose of **career planning**, focus on identifying the skills you have and the skills you need to further develop

Transferable Skills Inventory

On the right side of the inventory, check off or rank (as compared to others with a similar education and level of experience) your ability to use this skill. Then estimate the value of the skill for the job you are considering. Try using a 1 - 5 ranking for this exercise.

1. Communication	You	Job
Verbal		
presentation and public speaking skills		
facilitating groups and/or meetings		
explaining information, ideas, opinions		
using diplomacy and tact		
presenting a positive, clear, confident image		
negotiating effectively		
responding appropriately to questions (listening and thinking)		
managing conflict communications (with co-workers, the public, supervisors. . .)		
communicating with the public in groups or individually		
expressing/discussing ideas and information with clarity and organization		

counselling/guiding/advising others on options, information, issues . . .		
gathering and probing for information		

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1. Communication (cont'd)	You	Job
Written		
writing reports, information and summaries		
developing written instructions or effective proposals and recommendations		
proofreading, editing or fact checking		
able to read and interpret written information (including charts, tables . . .)		
developing written summaries of comprehensive information, facts . . .		
developing effective written material for individuals		
developing promotional/educational information and/or materials for groups		
2. Adaptability, Flexibility, Originality, Creativity	You	Job
learning new information, ideas, procedures, techniques . . .		
applying learned knowledge (education) in real situations		
adjusting to changing situations, conditions, priorities . . .		
managing multiple priorities or new and changing situations (ambiguity)		
anticipating, addressing and resolving problems		
generating multiple ideas or options to situations and/or problems (resourceful)		
devising interesting, unique means of explanation and/or presentations		
remaining productive or effective during changing, new or difficult situations		
ability to assess and take risks and overcome obstacles		
comfortable with technology and changing systems or procedures		
ability to use observational skills to identify aspects or situations, issues or ideas		

3. Problem Solving, Analysis, Critical Thinking	You	Job
identifying and defining situations or needs		
analyzing and assessing solutions, options, methods, procedures, people		
evaluating strengths and weaknesses (pros and cons) or situations and ideas		
investigating causes and reasons (reasoning) behind issues or problems		
researching information, ideas, materials, options . . .		
troubleshooting solutions and viable options		
determining alternate resources, materials and ideas		

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3. Problem Solving, Analysis, Critical Thinking (cont'd)	You	Job
maintaining perspective and objectivity		
managing complex or elaborate information, issues and situations		
quick at understanding and interpreting information, ideas		
focus and concentrate on relevant issues		
curiosity and openness to new ideas		
thorough and accurate with ideas, information and data		

4. Interpersonal, Relationship, Teamwork Skill	You	Job
managing team and interpersonal conflict		
addressing and resolving concerns, questions, disagreements		
identifying and assigning tasks		
motivating and encouraging others		
responding to and balancing individual differences		
reading, perceiving and assessing others and situations		
training and orienting others to a situation		
developing rapport/building relationships with individuals within groups		
arriving at solutions through discussion		
sharing information, ideas, research		
collaborating effectively on ideas, processes and options		

building consensus and agreement		
focusing on other's enthusiasms, energies in a productive manner		
generating interest and enthusiasm from others about your ideas		

5. Leadership, Management Skills (of tasks, data, information, resources and people)	You	Job
setting clear goals (for projects, self, others, organization)		
identifying and communicating priorities		
collaborative and open to ideas		
delegating and assigning tasks or responsibilities to others		

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5. Leadership, Management Skills (cont'd)	You	Job
monitoring and evaluating performance and/or progress (people, situations. . .)		
managing time and activities (of self, others, projects. . .)		
co-ordinating, planning and organizing (tasks, activities, people . . .)		
influencing and motivating others (in a positive and focused manner)		
making and then implementing decisions		
managing finances and budgets		
awareness of full implications of actions (on others, tasks, outcomes . . .)		
strategic planning and vision building		
anticipation and ability to plan for possible issues (fall out and repercussion)		
providing feedback, analysis and evaluation to others		
taking responsibility for actions and consequences (of self and others)		
effective supervision of others (tasks, projects . . .)		
facilitate growth, development in others (organizations, projects . . .)		
bring stability, harmony, clarity during challenges		

6. Personal Characteristics	select top 5
positive attitude, with enthusiasm and optimism	
integrity, honesty, trustworthiness and ethics	

self-motivation, self-reliance, drive and the ability to take initiative	
maturity, responsibility, stability and dependability	
self-confidence, self-awareness and self-insight	
dedication, perseverance and/or tenacity	
professionalism, etiquette and cultural awareness (sophistication/refinement)	
intelligence, curiosity, inquisitive and a willingness to learn	
wit and a sense of humour	
sociable, friendly and easy to get along with (co-operative)	
life balance, effective stress management, a sense of perspective	
compassion, kindness, sensitivity and empathy	
openness and acceptance of differences	
sense of adventure and tolerance for risk	