Top Ten Transferable Skills
Most Likely to be of Interest to Employers

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Analytical/ Problem Solving

• Anticipates problems before they become problems
• Recognizes need for more information before a decision can be made
• Clarifies problems or situations
• Gathers information from people by talking to them or interviewing them
• Breaks principles down into parts
• Reviews large amounts of material and extracts essence
• Sees & defines cause & effect relationships, traces problems to their source

Flexibility/ Versatility Skills

• Can improvise on the spur of the moment
• Creative, perceptive
• Willing to experiment with new approaches, ideas or procedures
• Derives things from other’s ideas

Interpersonal Skills

• Inspires trust in the mind of others
• Sensitive to the needs of others
• Listens intently & accurately
• Conveys understanding, patience, and fairness
• Tactful, diplomatic and discrete
• Effective in dealing with different kinds of people
• Easy to get along with
Oral and Written Communication Skills

• Expresses self clearly & effectively
• Can explain difficult or complex ideas & concepts clearly
• Explicit and concise writing skills
• Flair for writing interesting reports
• Good listener
• Courteous & respectful of others

Enthusiasm/ Motivation

• Looks for more responsibility
• Ready to try new things
• Committed to personal growth & learning
• Learns from examples of others

Organization/Planning skills

• Organizes materials & information in a systematic way
• Brings order out of chaos
• Co-ordinates operations or details
• Handles several tasks at once
• Works efficiently and effectively under pressure
• Brings people together in a co-operative effort
Time Management Skills

• Sets goals systematically
• Sets priorities from competing requirements
• Meets deadlines

Leadership Qualities

• Takes the initiative in developing relationships
• Facilitates group discussion; gets diverse groups to work together
• Promotes ideas effectively without tearing down competing ideas
• Motivates others and stimulates them to action
• Adept at conflict management
• Mediates between groups or individuals
• Works without supervision
• Acts decisively

Self-Starter

• Performs with minimum supervision but knows when to ask questions
• Responds well to the unexpected
• Uses imagination and creativity
• Takes action to achieve a goal beyond what is called for

Team Player

• Able to put self in someone else’s shoes
• Willing to share credit with others and express appreciation
• Collaborates with colleagues
• Sensitive and responsive to people’s feelings