

# TRANSFERABLE SKILLS

## The Transferable Skills Activity is most useful for:

- Helping you to realize the skills you have gained in college that can be used in any job or career
- Giving you material to highlight on your resume and cover letter
- Allowing you to recognize what skills you want to develop further
- Giving you talking points in interviews or informational interviews

## Directions:

Throughout the course of your experiences, you have gained competencies in many areas. This chart will help you to realize your strong points that you can apply to career decision-making, as well as to transitioning to different fields. Check the transferable skills that you possess and highlight those you may want to develop.

## Things to think about:

- Was this activity helpful? Why or why not?
- Did the Transferable Skills Activity help you to recognize skills that you've gained in college?
- How can you apply this to your job search process or career decisions?
- Is there a way to incorporate what you have learned from this activity into your resume or cover letter?

If you would like to talk to someone about this activity or need additional resources, **Career Services** is available to all students! Check out our website to make an appointment or to see upcoming events and workshops: <http://www.careers.vcu.edu>

*(Adapted from [www.cce.columbia.edu](http://www.cce.columbia.edu))*

# TRANSFERABLE SKILLS

## Planning and Organizational Skills

- Develop goals for an organization
- Identify tasks to be accomplished
- Prioritize and delegate tasks
- Facilitate brainstorming and discussions on program planning process
- Conduct meetings
- Coordinate organization members' activities
- Motivate others on group projects
- Follow up with other members to evaluate progress, give constructive feedback, and praise to others for work well done

## Verbal and Written Communication Skills

- Organize and present ideas effectively in formal and informal speeches and writing
- Effectively participate in group discussions
- Prepare concise and logically written material
- Listen carefully and respond to verbal and non-verbal messages
- Respond appropriately to positive and negative feedback
- Debate issues without being perceived as abrasive to others
- Make effective use of media resources for public relations
- Possess courteous telephone skills

## Decision-Making, Supervisory, Management, and/or Leadership Skills

- Understand the steps involved with effective decision-making
- Implement sound decisions
- Facilitate group participation in the decision-making process
- Take responsibility for decisions
- Evaluate the effects and effectiveness of a decision
- Be able to evaluate all options and make decisions without feeling pressured
- Explain unpopular decisions to others
- Motivate others toward common goals
- Use appropriate management and mentoring skills with peers and/or subordinates

## Financial Management Skills

- Develop an accurate budget, estimating expenses and income
- Justify the organization's budget to others
- Work within a budget
- Keep accurate and complete financial records
- Ensure timeliness of payments
- Determine necessity of fund-raising events and strategize and organize as needed

## Critical Thinking, Problem-Solving and Conflict Resolution Skills

- Understand the steps involved with critical thinking
- Anticipate problems before they occur
- Recognize if a problem needs to be addressed
- Define the problem and identify possible causes
- Facilitate group members in identifying and evaluating possible solutions
- Identify range of solutions and select most appropriate ones
- Develop plans to implement solutions
- Be capable of handling more than one problem at a time

## Interpersonal/Teamwork and Teambuilding Skills

- Collaborate on projects
- Motivate team members to work toward common goals
- Understand strengths and weaknesses of members and use strengths to build team development
- Support and praise members for reaching goals and accomplishments

## Research and Investigation Skills

- Utilize a variety of sources of information
- Apply a variety of methods to test the validity of data
- Identify problems and needs
- Formulate questions to clarify problems, topics, or issues
- Identify appropriate information sources for problem solving