

Transferable Skills: What Do You Do Well?

Throughout the course of your experiences, you have gained skills in many areas. This exercise will help you realize the strong points that you can apply to career decision-making as well as to transitioning to different fields. It will also give you the language to describe and discuss your competencies on your resume and during interviews.

Planning and Organizational Skills

Possesses Need to
Develop

- Develop goals for 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, to give constructive feedback, and to praise 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 materials
- 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/social network resources for public relations
- Possess courteous telephone and electronic communication 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, 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