

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

## 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

