

# TRANSFERABLE SKILLS

Examples of skills people can apply in a variety of different situations, jobs, or roles

| Competency & Definition         |   | Transferable Skills   |  |
|---------------------------------|---|---|--|
| Strong Work Ethic               | Making choices and consistently acting in a manner that displays integrity (following internal principles, morals, and values) and ethics (following external laws, rules, and norms) in personal and professional settings.                              | principles, morals, & values  | laws, rules, & norms   |
|                                 |   | <input type="checkbox"/> Understand <input type="checkbox"/> Act<br><input type="checkbox"/> Articulate <input type="checkbox"/> Enforce  | <input type="checkbox"/> Understand <input type="checkbox"/> Act<br><input type="checkbox"/> Articulate <input type="checkbox"/> Enforce   |
| Leadership                      | Being able to recognize, respect, develop, and capitalize on the unique strengths of individuals from all backgrounds and being an active member in a group that achieves a shared vision.  | <input type="checkbox"/> encourage <input type="checkbox"/> participate<br><input type="checkbox"/> follow <input type="checkbox"/> seek inclusion<br><input type="checkbox"/> motivate <input type="checkbox"/> empower<br><input type="checkbox"/> sharing credit <input type="checkbox"/> set priorities   | <input type="checkbox"/> delegate with respect<br><input type="checkbox"/> facilitate meetings<br><input type="checkbox"/> leverage strengths<br><input type="checkbox"/> articulate a shared vision                                 |
| Communication                   | Engaging in dialogue that leads to productive outcomes and points of connection by effectively articulating one's self to individuals within and outside of one's industry or area of expertise.  | <input type="checkbox"/> speaking <input type="checkbox"/> public speaking<br><input type="checkbox"/> writing <input type="checkbox"/> facilitating<br><input type="checkbox"/> listening <input type="checkbox"/> persuading<br><input type="checkbox"/> negotiating <input type="checkbox"/> instructing   | <input type="checkbox"/> perceive non-verbal cues<br><input type="checkbox"/> provide feedback<br><input type="checkbox"/> translate research<br><input type="checkbox"/> describe feelings  |
| Teamwork                        | Being able to recognize, respect, develop, and capitalize on the unique strengths of individuals from all backgrounds and being an active member in a group that achieves a shared vision.  | <input type="checkbox"/> support <input type="checkbox"/> navigate conflict<br><input type="checkbox"/> compromise <input type="checkbox"/> follow through<br><input type="checkbox"/> cooperate <input type="checkbox"/> develop rapport   | <input type="checkbox"/> respond to concerns<br><input type="checkbox"/> open-minded<br><input type="checkbox"/> desire to learn   |
| Digital Tech                    | Employing current and emerging software and tools to solve general and industry-specific challenges.  | <input type="checkbox"/> aware of field related technology<br><input type="checkbox"/> use field-related technology<br><input type="checkbox"/> apply field-related technology to solve challenges  | <input type="checkbox"/> conduct research<br><input type="checkbox"/> comfortable learning new software or tools<br><input type="checkbox"/> troubleshoot challenges   |
| Problem Solving                 | Seizing the opportunity for organizational improvement that prompts critical thinking and problem solving by obtaining, processing, and synthesizing information.   | <input type="checkbox"/> problem identification<br><input type="checkbox"/> weigh options by considering impact<br><input type="checkbox"/> promote change<br><input type="checkbox"/> visualise or consider alternatives   | <input type="checkbox"/> obtain information<br><input type="checkbox"/> analyze information<br><input type="checkbox"/> synthesize information<br><input type="checkbox"/> make recommendations                                      |
| Career Management               | Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals and identify areas necessary for professional growth.   | <input type="checkbox"/> multi-task <input type="checkbox"/> motivated<br><input type="checkbox"/> manage time <input type="checkbox"/> reflective<br><input type="checkbox"/> set goals <input type="checkbox"/> recognize biases<br><input type="checkbox"/> attain goals <input type="checkbox"/> overcome own biases<br><input type="checkbox"/> manage stress <input type="checkbox"/> explore job options | <input type="checkbox"/> attention to detail<br><input type="checkbox"/> self-advocate for opp. in the workplace<br><input type="checkbox"/> articulate interests, skills, & values<br><input type="checkbox"/> pursue opportunities |
| Global or Intercultural Fluency | Value, respect, and learn from diverse cultures, races, ages, genders, and religions. The individual demonstrates openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences. | <input type="checkbox"/> values diverse cultures<br><input type="checkbox"/> respects individual differences<br><input type="checkbox"/> seek outside perspectives<br><input type="checkbox"/> create harmonious environment  | <input type="checkbox"/> sensitive to needs<br><input type="checkbox"/> willingness to change  |