

Transferable skills

My transferable skills



Transferable skills are skills that people have that can be used in a variety of places and situations. They are developed during your school years and are further developed when you leave school.

1. *Work through list of skills and identify the elements of those skills that you enjoy doing or are good at. They may be skills you use at home or at school, or in things you do in your leisure time (e.g. sport, volunteering etc.). If this is hard, get someone who knows you well to prompt you.*

Communication that contributes to productive and harmonious relations	
Enjoy doing	Good at

Teamwork that contributes to productive working relationships and outcomes	
Enjoy doing	Good at

Problem solving that contributes to productive outcomes	
Enjoy doing	Good at

Transferable skills



Initiative and enterprise that contributes to innovative outcomes	
Enjoy doing	Good at

Planning and organising that contributes to long and short term strategic planning	
Enjoy doing	Good at

Self management that contributes to satisfaction and growth	
Enjoy doing	Good at

Transferable skills



Learning that contributes to ongoing improvement and expansion	
Enjoy doing	Good at

Technology that contributes to effective execution of tasks	
Enjoy doing	Good at

2. Using the lists above, record skills that you are good at in what you do now. Think about what shows that you are good at these skills and fill in the list below. Employers will often ask you about your skills and it is important that you can demonstrate how you currently use your skills. An example has been included.

Skill	How I demonstrate my skill
e.g. Teamwork – identifying strengths of team members	e.g. Coaching a sports team