

# List of TRANSFERABLE SKILLS

## Verbal Communication

- Perform and entertain before groups
- Express opinions without offending
- Handle complaints in-person/over phone
- Convey ideas effectively in presentations
- Persuade others to a point of view
- Sell ideas, products or services
- Participate in group discussions and teams

## Written Communication

- Write technical language, reports, manuals
- Demonstrate expertise in grammar and style
- Prepare and write logically written reports
- Edit and proofread written material
- Prepare revisions of written material
- Utilize all forms of technology for writing
- Write case studies and treatment plans

## Train/Teach/Coach

- Conduct needs assessments
- Use a variety of media for presentation
- Develop educational curriculum and materials
- Explain difficult ideas, complex topics
- Assess learning styles and respond accordingly
- Write well organized and documented reports
- Empower and motivate to reach potential

## Analyze

- Study data or behavior for meaning & solutions
- Analyze quantitative, physical, scientific data
- Write analysis of study and research
- Compare and evaluate information
- Investigate clues
- Formulate insightful and relevant questions
- Use technology for statistical analysis

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## Research

- Identify appropriate information sources
- Search written, oral and technological information
- Hypothesize and test for results
- Compile numerical and statistical data
- Classify and sort information into categories
- Gather information from a number of sources
- Utilize electronic search methods

## Plan and Organize

- Identify and organize tasks or information
- Coordinate people, activities, and details
- Develop a plan and set objectives
- Set up and keep time schedules
- Anticipate problems and respond with solutions
- Develop realistic goals and actions to attain them
- Follow through, ensure completion of a task

## Counsel and Serve

- Care for and serve others; rehabilitate, heal
- Demonstrate empathy, sensitivity and patience
- Help others improve health and welfare
- Listen empathically and with objectivity
- Coach individuals to achieve goals
- Mediate peace between conflicting parties
- Facilitate self-awareness in others

## Interpersonal Relations

- Convey a sense of humor
- Anticipate people's needs and reactions
- Create positive, hospitable environment
- Facilitate conflict management
- Communicate well with diverse groups
- Listen carefully to communication
- Encourage, empower, advocate for people

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## Leadership/ Management

- Envision the future and lead change
- Set goals and determine courses of action
- Motivate others to achieve common goals
- Create solutions to complex problems
- Communicate well with all levels of the organization and diverse groups
- Take risks, make hard decisions, be decisive
- Facilitate conflict management

## Financial

- Calculate, perform mathematical computations
- Work with precision with numerical data
- Keep accurate and complete financial records
- Perform accounting functions and procedures
- Compile data and apply statistical analysis
- Create computer-generated charts for presentation
- Use computer software for records and analysis

## Create and Innovate

- Visualize concepts and results
- Intuit strategies and solutions
- Execute color, shape and form
- Brainstorm and make use of group synergy
- Express ideas through art form
- Create images through, sketches, sculpture, etc.
- Utilize software for artistic creations

## Administrative

- Communicate well with key people in organization
- Identify and purchase necessary materials
- Utilize computer software and equipment
- Organize, improve, adapt office systems
- Track progress of projects and troubleshoot
- Achieve goals within budget and time schedule
- Oversee communication, email and telephones