

Transferable Skills

What are transferable skills?

Transferrable skills are skills that can be used in any job no matter the title or field.

Types of Skills

Hard Skills

- Technical skills or skills that can be learned through education or hands on experience.
 - Driving licence
 - Languages
 - Carpentry
 - Programming languages

Soft Skills

- Non-technical skills. How you interact with your colleagues, solve problems and manage your work.
 - Conflict resolution
 - Active listening
 - Adapt to change
 - Problem solving

Transferable Skills

- Skills you can bring from one role to any other role.
 - Can be acquired through both work and personal experiences
 - Can be highly valuable to a hiring manager

Common mistakes we make regarding our skills.

- Minimise our skills
- Vague when communicating skills
- Disregarding skills we have not used for a while
- Neglect skills we obtained from a life role

Discovering Life and Work Skills:

- Using roles from the past, break down the tasks associated with that role to identify your transferable skills

For example:

Role	Responsibilities	Skills developed
Retail Assistant	Assisting customers Listening to customer needs Handling complaints Provide appropriate solutions De - escalating hostility Product knowledge Handling card and cash payments	Excellent communication Active Listening Problem solving skills Professionalism Pleasant attitude Ability to adapt / respond to different personalities Numeracy Decision Making

- Even if a skill is not directly related to a job – communicating them provides an opportunity to showcase work ethic and transferable skills

Follow up:

- List various roles you have held
- List tasks and responsibilities associated with these roles
- Draw out skills required to complete those tasks
- Pay special attention to achievements and successful outcomes