

TRANSFERABLE SKILLS

Transferrable skills are non-job specific skills which can be used in different occupations. You may have developed them through course work, jobs, internships, volunteering, or just plain life experience. Don't under estimate the power of these set of skills. They can set you apart from the competition. Research and asking questions at the interview will reveal what transferable skills are valued by each employer. Communicate your skill to the employer by telling a story of how you exhibited the skill.

Management/Administrative Skill

Knowledge, Judgment or Skill to:

- Plan and arrange
- Delegate responsibility
- Bring order out of confusion
- Attend to visual detail
- Assess and evaluate your own work as well as that of classmates or coworkers
- Use databases or software to organize and present information
- Remain flexible—see obstacles as a challenge rather than a setback
- Manage multiple tasks
- Identify and manage ethical issues

Creativity

Knowledge, Judgment, or Skill to:

- Solve problems creatively, logically, and practically
- Create new processes or products using science, math, and/or imagination
- Write interesting and clear articles, reports, etc.
- Design activities to interest participants
- Market and display products to appeal to target audience
- Create visually intriguing and skilled designs, displays, or works of art
- Demonstrate convincing public speaking or acting skills
- Design web pages

Communication Skills

To succeed in your courses or on the job, you must be able to communicate what you know, either orally or in writing. Can you:

- Listen—answer questions, provide information, accept input
- Write correspondence, reports, records, and technical or specialized documents
- Present information to large and small groups
- Persuade—give recommendations, convince others to adopt your ideas
- Negotiate—settle disagreements, or help others to see all sides of a situation
- Read or speak another language
- Express yourself confidently and creatively
- Information• Communicate electronically—use the web and email to present and exchange information

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Research Skills

You know by now that research is a crucial part of any paper or class project; what you might not know is that you can use your research skills on the job. Can you:

- Identify and classify information—figure out where to find an answer and search for details
- Investigate and record findings
- Determine a hierarchy of tasks even when not given a designated starting point
- Work diligently and patiently
- Manage obstacles—be persistent and resourceful
- Use CD-ROM and on-line databases
- Use the web to conduct research

Human Relations Skills

Working together isn't always easy. Human relations skills, or "people skills," are some of the most valued skills in the workplace because these skills not only help people overcome their differences; they help them make the most of their diverse opinions and interests. Think about the times you've collaborated on a project. Can you:

- Lead or direct a team
- Appraise and evaluate others' work
- Resolve problems and conflicts
- Motivate people into action
- Encourage others to do their best
- Use intuition to understand and respond to the work environment and people's needs
- Work well with people from a range of backgrounds
- Teach or train peers as well as students

Problem-Solving Skills

Coursework requires mental gymnastics. Your studies have taught you to integrate large quantities of information, to read between the lines, and to grasp complex problems. You can use these same upper-level thinking skills to find and implement solutions in the workplace. Can you:

- Analyze problems
- Grapple with abstract issues
- Define and expand issues
- Identify several solutions to the same problem and choose the appropriate alternative
- Create new ways to solve on-going concerns subvert the dominant paradigm
- Use critical judgment to determine cause and effect relationships
- Set and attain goals
- Innovate—think "outside the box"

Personal Development

Knowledge, Judgment, or Skill to:

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- Analyze life experiences for growth or change
- Identify, describe, and assess needs, values, interests, strengths, and weaknesses of individuals
- Instill self-confidence and self-esteem in others
- Develop personal moral code
- Demonstrate flexibility and commitment to change and learning
- Learn the value of hard work and persistence
- Devise means of dealing with extra stress
- Build from an historical perspective

Leadership

Knowledge, Judgment, or Skill to:

- Exhibit self-motivation and a positive attitude
- Motivate individuals and groups to perform
- Encourage effective teamwork
- Design and implement plans of action
- Set goals and follow through
- Assess and evaluate situations effectively
- Manage time efficiently and effectively through scheduling and prioritizing
- Handle multiple demands for commitment of time, energy, and resources
- Identify critical issues quickly and accurately
- Meet the needs of both the organization and the employees when possible
- Organize and plan projects or events
- Use integrity in decision-making

Transferable skills unique to Artist and Designers:

In addition to capabilities specific to the particular discipline studied, a graduate in art and design typically will have developed the transferable skills and abilities to:

- Apply their learning in different contextual frameworks generate ideas, concepts,
- Generate ideas, concepts, proposals, solutions or arguments, independently and collaboratively in response to set briefs and self-initiated activity
- Use convergent and divergent thinking in observing, investigating, enquiring, visualizing and making and to develop ideas through to material outcomes
- Manage the interaction between intention, process, outcome, context and dissemination
- Apply resourcefulness and entrepreneurial skills to their own practice or that of others
- Employ materials, media, techniques, methods, technologies and tools with skill and imagination whilst observing good working practices
- Study independently, set goals, manage their own workloads and meet deadlines

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- Anticipate and accommodate change, and handle ambiguity, uncertainty, and unfamiliarity
- Analyze information and experiences; formulate independent judgments, and articulate reasoned arguments through reflection, review and evaluation
- Identify personal strengths and needs
- Interact effectively with others through collaboration, collective endeavour and negotiation
- Articulate ideas and information comprehensibly in visual, oral and written forms
- Present ideas and work to audiences in a range of situations
- Source, navigate, select, retrieve, evaluate, manipulate and manage information
- Select and employ communication and information technologies

For a complete list of transferable skills:

Quintessential Careers: Transferable Skills

www.quintcareers.com/transferable_skills.html