

Transferable Skills Project

One question you should ask yourself as you prepare for the world of work is “What do employers want?” The answer to this question can help guide not only your educational activities but your extracurricular as well as you seek to build the skills important for work. According to the National Association of Colleges and Employers (NACE) Job Survey for 2013 the following skills were the most highly rated by employers:

- Leadership – the individual has held a leadership position in school or in extracurricular activities
- Verbal Communication - the individual demonstrates an ability to communicate with persons both inside and outside of the organization
- Teamwork – the individual demonstrates the ability to work in a team structure
- Problem Solving – the individual demonstrates the ability to solve problems and make decisions
- Planning – the individual demonstrates the ability to plan, organize and prioritize activities
- Information Processing – the individual shows the ability to gather and process information from a variety of sources.
- Data Analysis – the individual can analyze quantitative data
- Technical Skills – the individual possesses technical skills related to the job
- Computer Skills – the individual demonstrates proficiency in computer software
- Written Communication – the individual demonstrates the ability to create and/or edit written reports

Many of these skills you have developed as you have completed coursework, participated in extracurricular activities, worked at jobs, or simply through life experiences. Many of these skills are ones that could be useful in many sorts of jobs. These are transferable skills. Before you apply for a job, it is a good idea to take stock of the skills you have and reflect on how those skills might be useful in any job. This project is designed to help you categorize your top skills in three steps.

Step 1. Below you will find a comprehensive list of skills in different categories. The first step in this project is to go through the list and highlight all of the skills that you possess. Do not consider at this point the degree to which you possess the skill, just whether you have it or not.

Step 2. Look at your highlighted list and choose your ten best skills. List those skills with an explanation of how you have used them in the past and how you might use them in a job.

Step 3. Write a narrative story about what you do all day in your dream job. Write the story in first person as if you are telling someone about your work. Be sure to talk about what you do that uses each of your top ten transferable skills. Be sure to proof your work for grammar, punctuation, and spelling.

Step 1.

Skill Sort

Highlight All the Skills You Possess

Personal Skills	Team Skills	Analytical Skills
Dependability	Initiating New Ideas	Calculating
Flexibility	Questioning	Estimating
Persistence	Persuading	Budgeting
Integrity	Respect for Others	Math Reasoning
Good Attitude	Facilitating Discussion	Scientific Reasoning
Competitiveness	Sharing	Management Skills
Social Skills	Participation	Controlling
Empathizing	Leadership Skills	Directing
Providing Care	Accepting Responsibility	Leading
Advocating	Resolving Conflict	Planning
Coaching	Motivating	Supervising
Active Listening	Recruiting	Coordinating Tasks
Facilitating the Group Process	Creating Vision	Meeting Deadlines
Interpersonal Skills	Honesty	Setting Priorities
Communication Skills	Ability to Delegate	Mediating
Speaking Effectively	Commitment	Interpreting Policy
Writing Concisely	Creativity	Giving Directions
Listening Attentively	Intuition	Processing Skills
Providing Feedback	Technical Skills	Following Procedures
Making Presentations	Troubleshooting	Categorizing
Social Media Etiquette	Software Skill	Record Keeping
Perceiving Nonverbal Cues	Computer Operation	Attention to Detail
Thinking on Your Feet	Programming	Verifying Information
Organizational Skills	Technology Design	Comparing and Contrasting
Scheduling	Database Skills	Inferring
Coordinating Resources	IT Security	Problem Solving Skills
Time Management	Decision Making Skills	Evaluating Potential Solutions
Handling Stress	Information Gathering	Use Multiple Approaches
Handling Change	Analyzing Data	Developing Strategy
Organizing Workflow	Clarifying Options	Learn from Previous Experience
Project Management	Making a Choice	Evaluating Cost and Benefit
Breaking Projects into Steps	Evaluating Outcomes	Evaluating Results

Step 2.**Evaluating Your Top 10 Skills**

Review the list above and pick your ten best skills. List one skill in each spot below and complete the chart.

	Your Ten Best Preferred Skills	Example of How You Have Used the Skill	Example of How You Would Use the Skill in Your Career
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Step 3.**A Day in the Life**

Write a one page story in first person, as if you have the job of your dreams. Write as if you were explaining to someone what you do all day. In the story, emphasize how you use your ten best transferable skills. Be sure to proof your story for grammar, punctuation, and spelling.