

Examples of Transferable Skills

<p>Planning and Organization Develop goals for the organization Identify tasks to be accomplished Prioritize and delegate tasks Facilitate brainstorming and discussion Lead meetings Coordinate members’ activities Motivate others on group projects Follow up with other members to evaluate progress, give constructive feedback, and praise work completed</p>	<p>Critical Thinking and Problem Solving Anticipate problems before they occur Define problems and causes clearly Recognize the need for action Facilitate discussion and evaluation of solutions Identify and select appropriate solutions Develop plans to implement solutions Be capable of handling more than one problem at a time Distill complex problems into simpler components</p>
<p>Verbal and Written Communication Organize and present ideas effectively in speeches and writing Participate effectively in group discussions Listen carefully and respond to verbal and non-verbal messages Respond appropriately to positive and negative feedback Debate issues without seeming abrasive Make effective use of media and social networking tools for public relations Possess courteous telephone and electronic communication skills</p>	<p>Research and Investigation Develop plans and priorities for long, complex investigations Find and use a variety of information sources Apply diverse methods to test data validity Identify problems and needs as they arise Formulate questions to clarify problems, topics or issues Keep clear, complete records of analyses and research steps Work through large volumes of complex information systematically Develop technical skills as necessary</p>
<p>Decision, Management and Leadership Facilitate group participation and stakeholder engagement in decision-making processes Evaluate all options fairly Take responsibility for decisions Explain unpopular decisions to others Evaluate the impacts of decisions Motivate others toward common goals Mentor others effectively</p>	<p>Creative Thinking Practice intensive, precise observation Identify unexpected connections Investigate unexpected sources of information and expertise Be willing to risk failure by trying new approaches Recognize lessons learned in failed attempts Be patient and persistent</p>
<p>Financial Develop an accurate budget Justify the budget to others Work within the budget Keep complete and accurate financial records Ensure timeliness of payments Determine necessity and timeline of fundraising events Organize fundraising events</p>	<p>Interpersonal, Teamwork, Ethics Prioritize collaboration over competition Respect diverse opinions and backgrounds Build teams that capitalize on a members diverse strengths Motivate team to work toward common goals Support and praise team members for accomplishments Mediate conflict effectively Practice transparency in decision making Give credit where it is due</p>