



TRANSFERABLE SKILLS

Examples of skills people can apply in a variety of different situations, jobs, or roles

Competency & Definition		Transferable Skills			
Engagement	Communication	Engaging in dialogue that leads to productive outcomes and points of connection by effectively articulating one's self to individuals within and outside of one's industry or area of expertise.	speaking writing listening negotiating	public speaking facilitating persuading instructing	perceive non-verbal cues provide feedback translate research describe feelings
	Collaboration	Developing authentic and mutually beneficial relationships by valuing everyone and taking responsibility for one's role within a team.	support compromise cooperate	navigate conflict follow through develop rapport	respond to concerns open-minded desire to learn
	Leadership	Being able to recognize, respect, develop, and capitalize on the unique strengths of individuals from all backgrounds and being an active member in a group that achieves a shared vision.	encourage follow motivate sharing credit	participate seek inclusion empower set priorities	delegate with respect facilitate meetings leverage strengths articulate a shared vision

Innovation	Adaptability	Taking the initiative to further enhance one's skill set and being creative with ways of thinking or approaches that allow for action, reflection, failure, and resilience in an ever-changing world.	evaluate current circumstances generate ideas	take initiative manage change life-long learner anticipate needs	implement solutions use humor appropriately seek outside perspectives create a flexible environment
	Analytical Skills	Seizing the opportunity for organizational improvement that prompts critical thinking and problem solving by obtaining, processing, and synthesizing information.	problem identification weigh options by considering impact promote change visualize or consider alternatives		obtain information analyze information synthesize information make recommendations
	Technology	Employing current and emerging software and tools to solve general and industry-specific challenges.	aware of field-related technology use field-related technology apply field-related technology to solve challenges		conduct research comfortable learning new software or tools troubleshoot challenges

Professionalism	Self-Awareness	Understanding one's strengths, limitations, emotions, and biases in a variety of situations and articulating how one's interests, skills, and values align with educational and professional goals.	multi-task manage time set goals attain goals manage stress	motivated reflective recognize biases overcome own biases	attention to detail manage own emotions interpret others' emotions articulate interests, skills, and values
	Integrity & Ethics	Making choices and consistently acting in a manner that displays integrity (following internal principles, morals, and values) and ethics (following external laws, rules, and norms) in personal and professional settings.	<i>principles, morals, and values</i>		<i>laws, rules, and norms</i>
			understand articulate	act enforce	understand articulate
Brand	Demonstrating the continual development of a positive impression or image in every facet of life while seeking feedback from others to ensure congruence between one's intended and perceived reputation.	punctual pride in work ask and respond to questions effectively	meets deadlines understand job handle others' concerns/complaints in a sensitive way	aware of digital identity accept responsibility solicit feedback learn from feedback create a feeling of trust build authentic network has high standards	

Competency & Definition		Brainstorm Additional Transferable Skills		
Engagement	Communication	Engaging in dialogue that leads to productive outcomes and points of connection by effectively articulating one's self to individuals within and outside of one's industry or area of expertise.		
	Collaboration	Developing authentic and mutually beneficial relationships by valuing everyone and taking responsibility for one's role within a team.		
	Leadership	Being able to recognize, respect, develop, and capitalize on the unique strengths of individuals from all backgrounds and being an active member in a group that achieves a shared vision.		
Innovation	Adaptability	Taking the initiative to further enhance one's skill set and being creative with ways of thinking or approaches that allow for action, reflection, failure, and resilience in an ever-changing world.		
	Analytical Skills	Seizing the opportunity for organizational improvement that prompts critical thinking and problem solving by obtaining, processing, and synthesizing information.		
	Technology	Employing current and emerging software and tools to solve general and industry-specific challenges.		
Professionalism	Self-Awareness	Understanding one's strengths, limitations, emotions, and biases in a variety of situations and articulating how one's interests, skills, and values align with educational and professional goals.		
	Integrity & Ethics	Making choices and consistently acting in a manner that displays integrity (following internal principles, morals, and values) and ethics (following external laws, rules, and norms) in personal and professional settings.	<i>principles, morals, and values</i>	<i>laws, rules, and norms</i>
Brand	Demonstrating the continual development of a positive impression or image in every facet of life while seeking feedback from others to ensure congruence between one's intended and perceived reputation.			