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.	*principles, morals, and values* __ understand __ act __ articulate __ enforce		*laws, rules, and norms* __ understand __ act __ articulate __ enforce
	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	__ meet 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.	*principles, morals, and values*	*laws, rules, and norms*
	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.		