### Transferable Skills

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

<table>
<thead>
<tr>
<th>Competency &amp; Definition</th>
<th>Transferable Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Communication</strong></td>
<td>-- speaking, -- public speaking, -- perceive non-verbal cues</td>
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<tr>
<td>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.</td>
<td>-- writing, -- facilitating, -- provide feedback</td>
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<tr>
<td>-- listening, -- persuading, -- instructing</td>
<td>-- support, -- navigate conflict, -- respond to concerns</td>
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<tr>
<td>-- negotiating, -- articulating self to individuals within and outside of one’s industry or area of expertise.</td>
<td>-- compromise, -- follow through, -- open-minded</td>
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<td>-- cooperate, -- develop rapport</td>
<td>-- desire to learn</td>
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<tr>
<td><strong>Collaboration</strong></td>
<td>-- encourage, -- participate, -- delegate with respect</td>
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<td>Developing authentic and mutually beneficial relationships by valuing everyone and taking responsibility for one’s role within a team.</td>
<td>-- follow, -- seek inclusion, -- facilitate meetings</td>
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<td>-- support, -- navigate conflict, -- respond to concerns</td>
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<td><strong>Leadership</strong></td>
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<td>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.</td>
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<td><strong>Adaptability</strong></td>
<td>-- evaluate, -- take initiative, -- implement solutions</td>
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<td>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.</td>
<td>-- current, -- change, -- use humor appropriately</td>
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<td>-- weigh options by considering impact, -- promote change, -- analyze information</td>
<td>-- seek outside perspectives, -- create a flexible</td>
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<td>-- generate ideas, -- anticipate needs, -- life-long learner</td>
<td>-- environment</td>
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<td><strong>Analytical Skills</strong></td>
<td>-- problem identification, -- obtain information</td>
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<td>Seizing the opportunity for organizational improvement that prompts critical thinking and problem solving by obtaining, processing, and synthesizing information.</td>
<td>-- weigh options by considering impact, -- promote change</td>
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<td>-- problem identification, -- weigh options by considering impact</td>
<td>-- analyze information</td>
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<td>-- promote change, -- visualize or consider alternatives</td>
<td>-- synthesize information</td>
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<td>-- generate ideas, -- anticipate needs, -- life-long learner</td>
<td>-- make recommendations</td>
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<td><strong>Technology</strong></td>
<td>-- aware of field-related technology, -- conduct research</td>
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<td>Employing current and emerging software and tools to solve general and industry-specific challenges.</td>
<td>-- use field-related technology, -- comfortable learning new</td>
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<td>-- aware of field-related technology, -- conduct research</td>
<td>-- software or tools</td>
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<td>-- apply field-related technology to solve challenges</td>
<td>-- troubleshoot challenges</td>
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<td><strong>Self-Awareness</strong></td>
<td>-- multi-task, -- motivated, -- attention to detail</td>
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<td>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.</td>
<td>-- manage time, -- reflective, -- manage own emotions</td>
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<td>-- multi-task, -- motivated, -- attention to detail</td>
<td>-- interpret others’ emotions, -- articulate interests, skills, and values</td>
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<td>-- manage time, -- reflective, -- manage own emotions</td>
<td>-- articulate, -- act, -- articulate, -- act</td>
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<td>-- set goals, -- recognize biases, -- articulate, -- act</td>
<td>-- understand, -- act</td>
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<td>-- attain goals, -- overcome own biases, -- articulate, -- act</td>
<td>-- understand, -- act</td>
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<td>-- manage stress, -- overcome own biases, -- articulate, -- act</td>
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<td><strong>Professionalism</strong></td>
<td>-- punctual, -- pride in work, -- aware of digital identity</td>
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<td>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.</td>
<td>-- understanding, -- act, -- accept responsibility</td>
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<td>-- punctual, -- pride in work, -- understand job, -- meet deadlines</td>
<td>-- solicit feedback</td>
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<td>-- ask and respond to questions effectively, -- learn from feedback</td>
<td>-- articulate, -- act</td>
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<td>-- articulate, -- act, -- enforce</td>
<td>-- build authentic network</td>
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<td><strong>Brand</strong></td>
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<td>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.</td>
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<td>-- punctual, -- pride in work, -- aware of digital identity</td>
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