

Know Your Skills: Transferable Skills

People Skills	What?	Why?	When do I know I demonstrate these skills?
Communication	The ability to communicate effectively, verbally and in writing, through a variety of methods and across situations.	Effective communication skills are central to building relationships and clearly transferring information between people.	<ul style="list-style-type: none"> • Communicate ideas clearly, concisely and persuasively in written form • Write and edit documents using appropriate grammar, punctuation, structure and logical organization • Clearly express thoughts orally to persuade and hold the attention of a variety of audiences • Listen actively and ask questions to understand other people's viewpoint • Appropriately tailor verbal and non-verbal communication for specific situations and audiences
Team Work	The ability to successfully build relationships and work collaboratively with others in a group	Work is most often completed alongside others, so individuals who collaborate and self-regulate to work effectively within a team are a vital asset for any organization or group.	<ul style="list-style-type: none"> • Appropriately shift between a leading or supporting role to support team dynamics and goals • Mediate conflict and disagreement through communication, negotiation and compromise • Respond constructively and respectfully to the opinions, ideas and differences of others • Coordinate clear group objectives and adjust to changing requirements, goals and deadlines • Collaborate by sharing information virtually or in person that will support the success of the team
Leadership	The ability to take the lead, delegate tasks, make decisions, mentor and motivate others.	The ability to bring new ideas to fruition and respectfully lead others are key to the success of a project or team.	<ul style="list-style-type: none"> • Delegate tasks and responsibilities that leverage on individual strengths • Motivate, mentor, coach and support others individually or in a group setting • Build and manage respectful relationships with individuals from diverse populations • Take initiative to lead a project or group, seeing an idea turn into action • Proactively make decisions that align with goals and values
Diversity and Intercultural Awareness	The ability to consider, respect and learn about different cultures and diversity.	In an increasingly globalized and diverse world, learning about, and respectfully working with a diverse, cross-cultural population is essential in any environment.	<ul style="list-style-type: none"> • Demonstrate respect, openness and support of differing values, beliefs and world views • Build and manage inclusive relationships with individuals from diverse populations • Consider how thoughts, language and actions impact the development of supportive, inclusive communities • Actively seek opportunities to learn more about diversity, global cultures and the significance of inclusivity • Reflect on own culture and identity when examining information and interacting with others

Research & Planning Skills			
	What?	Why?	When do I know I demonstrate these skills?
	Planning & Organization	The ability to plan, organize, manage and complete projects or tasks effectively while meeting deadlines.	Effective time management and organization skills are essential in managing workload, meeting deadlines and producing quality work in any environment. <ul style="list-style-type: none"> • Plan, set goals and manage priorities to meet established objectives, outcomes and timelines • Organize and carry out multiple tasks or projects at the same time • Develop timelines and shift priorities to adapt to changing goals or requirements • Create organizational systems to complete projects and tasks efficiently • Review processes and outcomes of projects or tasks to assess effectiveness and make improvements.
	Research & Information Management	The ability to critically identify, gather, organize and keep track of information.	Finding and managing relevant information keeps individuals and organizations up-to-date with innovation and new developments. <ul style="list-style-type: none"> • Search for and identify sources of relevant data and information • Determine suitability of information in relation to projects or research • Methodically investigate information to assess and analyze facts and theories • Organize information or data using appropriate technology • Document and maintain accurate records of retrieved information
	Technology	The ability to understand, learn and use basic technologies to perform tasks.	The ability to quickly learn and utilize basic technology and computer software is essential in today's rapidly changing world. <ul style="list-style-type: none"> • Identify appropriate technology required to successfully perform a task • Utilize basic word processing, social media tools, presentation software, spread sheets and document management tools • Conduct research with the use of internet, databases and other technologies • Communicate and share information appropriately using technology • Learn and adapt to new technologies
Thinking Skills		Why?	When do I know I demonstrate these skills?
	Critical Thinking	The ability to analyze, contextualize, make connections and reflect on information to create, evaluate and find deeper meaning.	The ability to think reflectively and provide evidence to support ideas is essential to independently reaching well-informed conclusions. <ul style="list-style-type: none"> • Synthesize and organize information from a variety of sources, perspectives and frameworks • Identify key concepts, ideas and assumptions and provide evidence to support or refute them • Compare and contrast to make connections between new and existing information • Consider context of sources when analyzing and evaluating information • Evaluate and apply new information, data or ideas to different situations and contexts
	Creative Problem Solving	The ability to identify a problem from which to explore, evaluate and implement creative solutions.	Creative problem solving encourages looking at situations from multiple angles to generate innovative solutions. <ul style="list-style-type: none"> • Identify, examine and analyze a problem or issue from a variety of perspectives • Develop and innovate new solutions to solve problems and create efficiencies in a variety of contexts with limited resources • Quickly adapt, modify decisions and create contingencies to adjust to changing requirements • Carry out and implement innovative solutions that produce an effective outcome • Evaluate solutions through feedback and reflection to make improvements

	Numeracy	The ability to work with basic numbers, decide what needs to be measured and draw conclusions from numerical information.	A basic understanding of numbers help to translate numerical data into information which is essential in a metrics and data driven world.	<ul style="list-style-type: none"> Analyze, manipulate and draw conclusions from numerical or statistical data Formulate estimations and verify accuracy of calculations Determine what needs to be measured or calculated Demonstrate the ability to add, subtract, multiply divide and create percentages or fractions Create, read and interpret graphs and tables
Personal Skills		What?	Why?	When do I know I demonstrate these skills?
	Positive Attitude & Initiative	You strive to be positive in your life and in the work you do while seeking new ideas, solutions and opportunities.	Taking initiative and developing a positive attitude in the work that you do helps to instill pride, purpose and growth.	<ul style="list-style-type: none"> Show interest, initiative and effort in your work Demonstrate a readiness to learn, try new things and improve your performance Make compromises and understand alternative points of view Appreciate and acknowledge the contributions and strengths of others Reflect on constructive feedback from others as an opportunity for personal development
	Self Management	You strive to take responsibility and be productive in an academic and work environment.	Taking ownership for your learning, actions and productivity helps you to progress and develop confidence in your abilities.	<ul style="list-style-type: none"> Plan ahead and manage time, money and other resources to achieve goals Approach people, problems and situations with honesty, integrity and personal ethics Identify personal strengths and areas for learning and self-development Take care of personal health and well-being through exercise, sleep and nutrition Take accountability for actions and follow through on deadlines and commitments
	Resilience & Effective Coping	You are able to use healthy strategies for coping with stress and changes, and are able to adapt and bounce back from challenges and setbacks.	Finding healthy ways to cope in stressful situations can be valuable in attaining goals and bouncing back from setbacks in work and life.	<ul style="list-style-type: none"> Use healthy coping strategies to manage setbacks, stress and emotions View mistakes as an opportunity to learn about yourself and move forward Persist and stay committed to goals when obstacles arise Adapt easily to new challenges and show flexibility to new ways of doing things Have confidence in your capabilities and self-worth Set goals and priorities for balancing work and personal life