

What is a transferable skill?

Skills gained in one context that can be transferred to another. For example, your academic experience can be transferred to the workplace.

There are 2 main categories of skills

- **soft skills** which are intangible, these are your people skills, communication, leadership, creativity, team work etc.
- **hard skills** – these are quantifiable – you can prove you have these in a test. So these can be things such as your proficiency with certain software, your ability to use lab equipment or successfully use a formula etc.

Whether it feels like it or not, you're gaining new skills all the time, just by being in your program and completing your courses.

Examples of Specific Skills

Communication

Writing skills; conveying ideas and actions; language skills; presentation skills; listening skills

Interpersonal

Coaching; teaching and tutoring; meeting with public; handling complaints; customer service; teamwork; working with diversity

Management / Leadership

Delegating tasks and responsibilities; hiring and supervising; strategic planning and decision-making; budgeting; coordinating people

Organizational / Administrative

Scheduling and time management; filing and record keeping; establishing priorities; booking and verifying; keeping track of details

Creativity/Innovation

Conceptualizing ideas; creating (art, ideas, inventions); designing; displaying ideas and products; brainstorming possible solutions

Problem solving/ Critical thinking

Researching and gathering information, sorting and analyzing data; identifying themes and patterns; auditing