

Assessing your transferable skills



One way of identifying your transferable skills is to analyse the tasks you do and the responsibilities you have. This will help you understand the skills you have developed.

- 1 In the first column on page 2, list the responsibilities you have, and the tasks you undertake. Think broadly and consider the work you currently do, your previous roles and the things you manage in your personal life.
- 2 Reflect on your list and identify the skills you are using when undertaking these tasks and responsibilities. You can also use the skills bank on page 3 and 4 to help you.

Example

TASK/RESPONSIBILITY	SKILLS
Manage many projects at one time	Time management and prioritisation
Work with a team to meet deadlines	Collaboration, conflict management, expectation management, communication

Your transferable skills

TASK/RESPONSIBILITY	SKILLS

Skills bank

SKILLS	DESCRIPTION
Analyse	Investigate, research, audit, evaluate
Finance	Insight, foresight, visualise solutions or outcomes
Applying technology	Use computers, software and machinery
Attention to detail	Work with systems, data, and/or procedures
Coach	Empower, advise, facilitate insight, guide, counsel
Collaborate	Develop social networks; achieve with others/teams
Conceptualise	Create ideas, visualise possibilities
Construct	Manufacture, assemble; erect, fabricate
Creativity	Work with systems, data, and/or procedures
Design	Conceive, create, initiate a plan, project, program
Illustrate	Draw, portray
Investigate	Research, study, question, probe, source
Listen	Appreciate diverse views, question, understand
Make decisions	Major, complex or frequent evaluation of options
Manage change	Assess directions, manage cultural differences
Manage conflict	Advocate, arbitrate, resolve grievances
Manage data	Record, collate, categorise, classify, enter data
Manage people	Supervise performance; lead, delegate, motivate
Manage time	Meet deadlines, set priorities
Mediate	Conciliate, reconcile differences

SKILLS	DESCRIPTION
Motivate	Inspire, stimulate, influence
Negotiate	Bargain, secure agreement to proposals
Nuture	Treat or nurse, heal, cure
Organise	Resourcing and scheduling programs/projects
Pivot	Adapt, improve by adjusting, modifying
Plan	Schedule, forecast, predict
Present	Speak publicly; instruct, train or teach; perform
Sell	Influence to buy ideas, services or products
Serve customers	Help customers, liaise with clients, host events
Solve problems	Diagnose, deduce, generate ideas
Strategise	Critical thinking, apply sound, astute judgement
Synthesise	Integrate ideas; reorganise
Use agility	Run, climb, hit, jump, dance, balance, catch
Use dexterity	Skillful use of hands, hand/eye coordination
Work mechanically	Repair, assemble, operate tools, machinery
Work numerically	Calculate, count, budget
Write	Create and edit documents (e.g. reports)
Write creatively	Compose articles, stories, lyrics, inform/entertain