



TRANSFERABLE SKILLS
For
Career Change
Career Transition
Career Reinvention

TRANSFERRABLE SKILLS

What is meant by transferrable skills? These are skills that are innate in you and skills that you have acquired over your career

In order to successfully transition your career, you need to be able to answer “yes” to a number of questions. The first and most basic question is “Do I have transferable skills?”

Transferable skills are essential to locating jobs and finding careers in different industries and fields. You need to identify any transferable skills that you may possess, and then identify the types of positions in which you may use them.

Here are possible changes that you can make in your change or transition:

Same industry/different career
Different industry/same career
Vendors & customers

Below is a list of five broad skill areas, which are divided into more specific job skills:

Communications

The skillful expression, transmission and interpretation of knowledge and ideas

- Speaking effectively
- Writing concisely
- Listening attentively
- Expressing ideas
- Facilitating group discussion
- Providing appropriate feedback
- Negotiating
- Perceiving nonverbal messages
- Persuading
- Reporting information
- Describing feelings
- Interviewing
- Editing

Human Relations

The use of interpersonal skills for resolving conflict, relating to and helping people

- Developing rapport
- Being Sensitive
- Listening
- Conveying feelings
- Providing support for others
- Motivating
- Sharing credit
- Counseling
- Cooperating
- Delegating with respect
- Representing others
- Perceiving feelings, situations
- Asserting

Leadership Management and Organization

The ability to supervise, direct and guide individuals and groups in the completion of tasks and fulfillment of goals

- Initiating new ideas
- Handling details
- Coordinating tasks
- Managing groups
- Delegating responsibility
- Teaching
- Coaching
- Counseling
- Promoting change
- Selling ideas or products
- Decision making with others
- Managing conflict

Planning and Research

The search for specific knowledge and the ability to conceptualize future needs and solutions for meeting those needs

- Forecasting, predicting
- Creating ideas
- Identifying problems
- Imagining alternatives
- Identifying resources
- Gathering information
- Solving problems
- Setting goals
- Extracting important information
- Defining needs
- Analyzing
- Developing evaluation strategies

Work Survival

The day-to-day skills that assist in promoting effective production and work satisfaction

- Implementing decisions
- Cooperating
- Enforcing policies
- Being punctual
- Managing time
- Attending to detail
- Meeting goals
- Enlisting help
- Accepting responsibility
- Setting and meeting deadlines
- Organizing
- Making decisions

There is one more skill that is an unknown quantity and that is your **LIFE STORY SKILL**. You can never underestimate when part of your background can make the difference between getting an interview, getting hired or not. By carefully analyzing the job posting, there might be some point in your life story that can be used to showcase your transferrable skills.

This example didn't come up until the final interview for a client:

At the final interview my client was told by the potential manager, that she, the manager, was hard of hearing and wore two hearing aids. Asked if it would that would pose a problem if offered the position, Life Story Skills kicked in. My client's response: "Not a problem. My dad wore a hearing aid. But he had selective hearing. By turning off his hearing aid, he could select what he listened to." The manager understood that my client brought her humor to the situation and was able to handle this situation and think on her feet. She got the position



Lois Gilbert is the owner and founder of The Resume Wordsmith – a professional resume and career profile writing service.

***Creating your career story – word by word
With creativity, passion and experience***

After successful careers in both the corporate and creative worlds, Lois now spends her workdays marketing the careers of professionals in transition and loves every minute of it.

Having transitioned and reinvented her career, Lois knows what it feels like to wonder “*How do I tell my story so that people care and pay attention?*” She understands being pink-slipped or downsized. She knows the urgency of being proactive in revising a resume. Lois has walked in your shoes and knows how to help.

As someone who has been on both sides of the interview desk, Lois has developed a keen insight in to what employers look for in today’s competitive climate. She creates a compelling narrative to showcase a client’s specific values to a prospective employer.

What’s your story?

Lois uses humor with a highly creative and effective process to help candidates create their career stories. You can learn more about Lois and her professional resume and career profile services at <http://theresumewordsmith.com> or call (561) 637.2242 today for a free 15 minute consultation.