

**Reflect:**  
**Brainstorming ways and situations where you may have  
developed transferable skills**

Below are different categories of places where students may have participated in activities that led to the development of transferable skills. Under each heading, an example has been listed to help you start. This skills map will be helpful for the next step.

**Reflection Worksheet**

Work/Internship Experience:

- EX: A life guard at the local red cross  
a. taught a water aerobics class on Thursdays
- 1.
  - 2.
  - 3.
  - 4.
  - 5.

Volunteer Experience:

- EX: Coached a little league basketball team
- 1.
  - 2.
  - 3.
  - 4.
  - 5.

RSO/Sport Experience:

- EX: Colleges Against Cancer  
a. President (2005-2006)  
b. Public Relations Chair (2004-2005)  
c. General Member (2002-2004)
- 1.
  - 2.
  - 3.
  - 4.
  - 5.

Class Experience:

EX: PSY 131: Social Psychology

- a. Presented a 5 minute speech to class on how people act differently in groups
- b. Wrote a research paper

- 1.
- 2.
- 3.
- 4.
- 5.

Interests and Life Experiences:

EX: Traveled abroad to France and Spain

- 1.
- 2.
- 3.
- 4.
- 5.

Other Experiences:

EX: Took a motorcycle driving class

- 1.
- 2.
- 3.
- 4.
- 5.

## **Identify:**

### **Connecting your identified transferable skills into group sets**

#### **Directions:**

- Using your reflection worksheet, match up the activities you have just identified with the six transferable skill categories listed below that best describe what skills you used in that activity.
- Examples of each transferable skill are listed below
- Can't find a skill you have developed in the examples below? Relax! Take your best guess as to which of the 6 categories your skills could be grouped under.
- The skills you identify here will help you to round out the whole of your experience

#### **Interpersonal Skills**

facilitate discussions  
lead individuals and groups  
chair meetings  
build or inspire trust  
inform others  
develop rapport  
make and use contacts effectively  
train people  
provide constructive feedback to others  
mentor  
teach skills or concepts  
counsel/advise  
adapt to new situations and environments  
understand the impact of race, gender, religion, class, age, ability, and sexual orientation on individuals and society  
arbitrate/mediate  
lecture  
interpret for others  
communicate electronically  
interview people  
supervise  
speak to audiences  
manage a conflict  
negotiate  
coach

#### **Leadership Skills**

supervise  
coach  
help or serve others  
make decisions  
build teams  
evaluate progress made on tasks

manage crises  
manage projects, implement decisions  
delegate tasks to others  
organize people  
analyze one's own and others' group behavior  
motivate others  
establish effective priorities  
make recommendations for projects  
set goals  
establish criteria for evaluation

#### **Written Skills**

write in various styles  
create a proposal, report or business plan  
creative, scientific, poetic, business writing  
write in different languages  
analyze potential audiences  
provide accurate, documented sources  
design publications or websites  
compose  
proofread and/or edit  
provide briefings  
present research findings

**Creative Skills**

create activities  
play an instrument/sing  
plan, organize, or implement events  
direct creative talent  
create models  
create a product or service  
recruit talent  
perform  
develop artistic ability  
create and manipulate graphics and visuals  
invent  
sell goods or services  
design projects

**Organizational Skills**

attend to details  
work well under stress  
perform precise work  
work under deadlines  
retrieve data  
follow instructions  
handle multiple tasks  
summarize  
prioritize tasks  
recognize patterns and gaps in information  
plan, promote and implement change  
plan and manage finances  
schedule  
organize data  
analyze trends  
maintain records  
develop a budget  
develop organizational systems  
assess situations and solve problems  
coordinate operations

**Thinking Skills**

think critically  
investigate  
assess available resources  
process data  
synthesize information  
interpret policies  
develop ideas  
analyze quantitative data  
utilize computer software  
perform computations