

76 Transferable Skills

Information Management Skills:

A. *ability to ...*

1. sort data and objects
2. compile and rank information
3. apply information creatively to specific problems or tasks
4. synthesize facts, concepts and principles
5. understand and use organizing principles
6. evaluate information against appropriate standards

Design and Planning Skills:

B. *ability to ...*

1. identify alternative courses of action
2. set realistic goals
3. follow through with a plan or decision
4. manage time effectively
5. predict future trends and patterns
6. accommodate multiple demands for commitment of time, energy and resources
7. assess needs
8. make and keep a schedule
9. set priorities

Research and Investigation Skills:

C. *ability to ...*

1. use a variety of sources of information
2. apply a variety of methods to test the validity of data
3. identify problems and needs
4. design an experiment plan or model that systematically defines a problem
5. identify information sources appropriate to special needs or problems
6. formulate questions relevant to clarifying a particular problem, topic or issue

Communication Skills:

A. *ability to ...*

1. listen with objectivity and paraphrase the content of a message
2. use various forms and styles of written communication
3. speak effectively to individuals or groups
4. use media formats to present ideas imaginatively
5. express one's needs, wants, opinions and preferences without offending others' sensibilities
6. identify and communicate value judgments effectively
7. describe objects or events with a minimum of factual errors
8. convey a positive self-image to others

Human Relations and Interpersonal Skills:

B. *ability to ...*

1. keep a group "on track" and moving toward the achievement of a goal
2. maintain group cooperation and support
3. delegate tasks and responsibilities
4. interact effectively with peers, superiors, and subordinates
5. express one's feelings appropriately
6. understand the feelings of others
7. use argumentation techniques to persuade others
8. make commitments to people
9. be willing to take risks
10. teach a skill, concept or principle to others
11. analyze behavior of self and others in group situations
12. demonstrate effective social behavior in a variety of settings and in different situations
13. work under time and environmental pressures

Critical Thinking Skills:

C. *ability to ...*

1. identify quickly and accurately the critical issues when decision-making or problem solving
2. identify a general principle that explains interrelated experiences or factual data
3. define the parameters of a problem
4. identify criteria for assessing the value/appropriateness of an action or behavior
5. adapt one's concepts and behavior to changing conventions and norms
6. apply appropriate criteria to strategies and action plans
7. take given premises and reason to their conclusion
8. create innovative solutions to complex problems
9. analyze the interrelationships of events and ideas from several perspectives

Management and Administration Skills:

D. *ability to ...*

1. analyze tasks
2. identify people who can contribute to the solution of a problem or task
3. identify resource materials useful in the solution of a problem
4. delegate responsibility of completion of a task
5. motivate and lead people
6. organize people and tasks to achieve specific goals

Valuing Skills:

E. *ability to ...*

1. assess a course of action in terms of its long-range effects on the general human welfare
2. make decisions that will maximize both individual and collective good
3. appreciate the contributions of art, literature, science and technology to society
4. identify one's own values
5. assess one's values in relation to important life decisions

Personal/Career Development Skills:

F. *ability to ..*

1. analyze and learn from life experiences - both one's own and others'
2. relate the skills developed in one environment to the requirements of another environment
3. match knowledge about one's own characteristics/abilities to information about job/career opportunities
4. identify, describe and assess the relative importance of one's needs, values, interests, strengths and weaknesses
5. develop personal growth goals that are motivating
6. identify and describe skills acquired through formal education and general life experiences
7. identify one's own strengths and weaknesses
8. accept and learn from negative criticism
9. persist with a project when faced with failure unless it is clear that the project cannot be carried out or is not worth the time or effort required to complete it
10. generate trust and confidence in others
11. take risks
12. accept the consequences of one's actions
13. "market" oneself to prospective employers