

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