

# Transferable Skills

## Basic Skills

Developed capacities that facilitate learning or the more rapid acquisition of knowledge

- ☐ **Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.
- ☐ **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- ☐ **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- ☐ **Learning Strategies** — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- ☐ **Mathematics** — Using mathematics to solve problems.
- ☐ **Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- ☐ **Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.
- ☐ **Science** — Using scientific rules and methods to solve problems.
- ☐ **Speaking** — Talking to others to convey information effectively.
- ☐ **Writing** — Communicating effectively in writing as appropriate for the needs of the audience.

## Complex Problem Solving Skills

Developed capacities used to solve novel, ill-defined problems in complex, real-world settings

- ☐ **Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

## Resource Management Skills

Developed capacities used to allocate resources efficiently

- ☐ **Management of Financial Resources** — Determining how money will be spent to get the work done, and accounting for these expenditures.
- ☐ **Management of Material Resources** — Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- ☐ **Management of Personnel Resources** — Motivating, developing, and directing people as they work, identifying the best people for the job.

- ▢ **Time Management** — Managing one's own time and the time of others.

## Social Skills

Developed capacities used to work with people to achieve goals

- ▢ **Coordination** — Adjusting actions in relation to others' actions.
- ▢ **Instructing** — Teaching others how to do something.
- ▢ **Negotiation** — Bringing others together and trying to reconcile differences.
- ▢ **Persuasion** — Persuading others to change their minds or behavior.
- ▢ **Service Orientation** — Actively looking for ways to help people.
- ▢ **Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.

## Systems Skills

Developed capacities used to understand, monitor, and improve socio-technical systems

- ▢ **Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- ▢ **Systems Analysis** — Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- ▢ **Systems Evaluation** — Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

## Technical Skills

Developed capacities used to design, set-up, operate, and correct malfunctions involving application of machines or technological systems

- ▢ **Equipment Maintenance** — Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- ▢ **Equipment Selection** — Determining the kind of tools and equipment needed to do a job.
- ▢ **Installation** — Installing equipment, machines, wiring, or programs to meet specifications.
- ▢ **Operation and Control** — Controlling operations of equipment or systems.
- ▢ **Operation Monitoring** — Watching gauges, dials, or other indicators to make sure a machine is working properly.
- ▢ **Operations Analysis** — Analyzing needs and product requirements to create a design.

- ┐ **Programming** — Writing computer programs for various purposes.
- ┐ **Quality Control Analysis** — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- ┐ **Repairing** — Repairing machines or systems using the needed tools.
- ┐ **Technology Design** — Generating or adapting equipment and technology to serve user needs.
- ┐ **Troubleshooting** — Determining causes of operating errors and deciding what to do about it.

