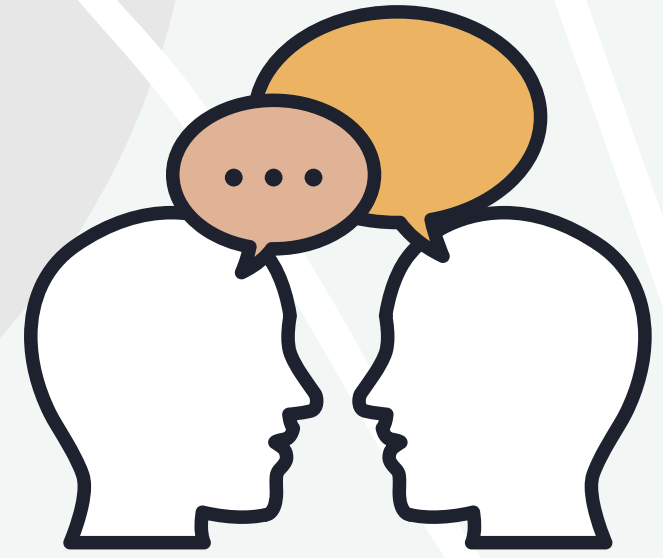# Transferable Skills

Transferable Skills

Speaking

Problem-Solving

Active Listening

Leadership

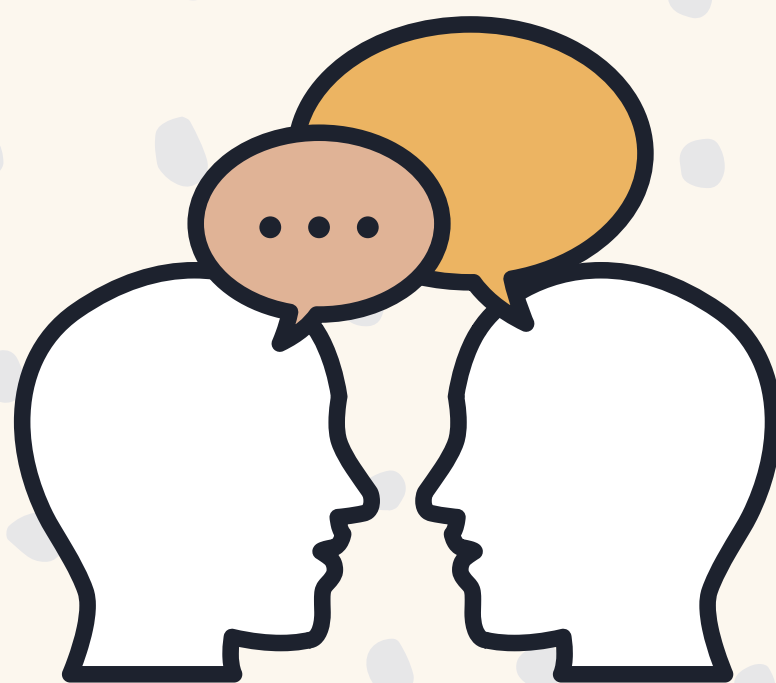**Teamwork**

Good Communication

Being able to communicate effectively is important no matter where you end up working

Speaking

Make sure that you speak clearly to others to help them understand what you are saying.

Be mindful of who you are talking to as the way you speak to your friends, teachers or strangers individually or in groups will be different.

Don't forget to use different tones of voice, facial expressions and gestures to keep others engaged in what you're saying.

Active Listening

Listening is more than just staying quiet when someone else is talking

Active listening is when you fully concentrate, understand, respond and remember what is being said.

This skill is useful in professions such as doctors, nurses, social workers and customer service as it helps you build relationships with others so you can understand what they are trying to tell you about their experience.

Active Listening Strategies:

Give the speaker your undivided attention

Use body language such as nodding and eye contact

Paraphase: Summarise the main points of what the speaker has said to show you understand

Ask probing or open questions such as "Tell me more about..." to gain more information
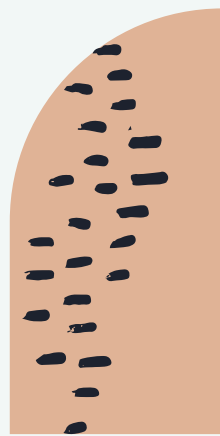
Problem-Solving

Problem-solving helps you to understand what is happening by identifying things that you want to change and enables you to figure out what needs to be done.

You may not realise it, but you carry out problem-solving all the time!

Ways to increase your problem-solving skills:

Do your research to identify causes and possible solutions to a problem

Put yourself in new situations so you are exposed to more opportunities to solve problems

Employers will ask questions about your problem-solving abilities in interviews such as: "How would you handle an angry customer?"

TIPS

You can provide examples such as serving a demanding customer or resolving a complaint, budgeting for a gap year abroad or even carrying out a DIY project!

Teamwork

Makes the Dream Work!

Working cooperatively with others towards a shared goal is a vital skill for any job you go into, but can also be essential in team sports and group work at school, college and university. In fact, you'll probably find that you do a lot of teamwork now through classwork, homework, teams and clubs.

This skill involves meeting the expectations of a team, as well as behaving appropriately, being reliable and taking responsibility when you need to. Teamwork can help you complete tasks efficiently and make work more enjoyable!

Why is teamwork so important?

Working well with others is a requirement in every job industry at every career level. It can help you accomplish career goals and contribute positively to your place of work. It can also help you to build rapport with your co-workers, which means you'll have deeper working relationships and possibly new opportunities.

Teamwork can develop other transferable skills such as:

- Responsibility
- Effective Communication
- Negotiation
- Awareness of the team dynamic
- Leadership

Leadership

Not just for leaders!

You may think that being skilled in leadership is only important for people who are leaders, but it's actually relevant in most jobs that involve working in teams.

There are many ways you may already be practicing your leadership skills, which you can talk about in job interviews:

- Having a role that involves being a monitor, prefect, head boy/girl or course rep will involve having responsibility and acting competently

- Being involved in planning a project such as a group assignment or a fundraiser shows you can organise yourself and others

- Being a member of a sports club or team will involve having a goal-focused mindset, a trait of leadership

- Doing volunteering or work experience shows you have a willingness to commit to something you are passionate about

TIPS

If you aren't involved in these things already, why not give them a go? If you want to learn more about developing your leadership skills, there's plenty of resources online