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