

Career Development

How do I develop transferable skills?



What is a transferable skill?

Transferable skills are exactly that – skills you can take with you from one role to another, even if they are in different industries. Transferable skills can either be ‘hard skills’ or ‘soft skills’. ‘Hard Skills’ are ones such as software knowledge, machinery usage and any skills involving a practical or technical application. Building these skills greatly expands your career options because they have broad appeal to potential employers. Below are the key transferable skills that you should develop to assist with your career progression.

Verbal and Written Communication Skills

Good communication is about being able to convey thoughts and ideas effectively, as well as actively listening to others and being able to infer not only what they are saying, but how they are saying it. Key communication skills include:

- Speaking effectively and writing concisely
- Listening carefully and providing feedback
- Expressing ideas and feelings constructively
- Negotiating and persuading others
- Developing rapport with others

Leadership and Management Skills

Effective leadership and management is, at its most basic level, about directing and motivating others to achieve individual, team and company goals. Key transferable skills include:

- Managing different sized groups and delegating responsibilities
- Planning and coordinating tasks
- Solving problems and managing conflict
- Making and implementing decisions
- Motivating, coaching and training others



Planning and Research Skills

Planning and research skills enable you to articulate needs and formulate a strategy to accomplish specific objectives. Transferable skills in planning and research can include:

- Identifying needs and required resources
- Setting goals and identifying courses of action
- Gathering relevant information and evaluating results
- Forecasting, predicting and monitoring situations
- Analysing, interpreting and disseminating information

Teamwork and Interpersonal Skills

These skills are about the contribution you make to groups and the way you relate to and interact with others to achieve a common goal. Key transferable skills include:

- Sharing credit and accepting responsibility
- Contributing and encouraging the ideas of others
- Developing rapport and respecting other opinions
- Negotiation and influencing others
- Modifying communication to suit the situation

Self-Management Skills

Self-management is about directing your own activities toward achieving objectives. Transferable skills in self-management include:

- Managing time and organising priorities
- Setting goals, meeting deadlines and solving problems
- Working well under pressure and accepting responsibility
- Ability to get along well with others
- Self-evaluation and decision making

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