TRANSFERABLE & TECHNICAL SKILLS

Transferable Skills

Transferable skills are functional abilities that are required in many different problem-solving and task-oriented situations. They are abilities that can be acquired through informal life experiences (volunteering or activities) or formal education and training (like classroom work or an internship).

Communication Skills: ability to…
- Listen with objectivity and paraphrase the content of a message
- Use various forms and styles of written communication
- Speak effectively to individuals and groups
- Use media formats to present ideas imaginatively
- Express one's needs, wants, opinions, and preferences without violating the rights of others
- Identify and communicate value judgments effectively
- Describe objects or events with a minimum of factual errors
- Convey a positive self-image to others
- Negotiate to reach compromise
- Perceive nonverbal messages
- Persuade
- Write and edit effectively for a variety of audiences

Critical Thinking Skills: ability to…
- Identify quickly and accurately the critical issues when making a decision or solving a problem
- Identify a general principle that explains related experience or factual data
- Define the parameters of a problem
- Identify reasonable criteria for assessing the value or appropriateness of an action or behavior
- Adapt one's concepts and behavior to changing conventions and norms
- Apply appropriate criteria to strategies and action plans
- Take given premises and reason to their conclusion
- Create innovative solutions to complex problems
- Analyze the interrelationships of events and ideas from several perspectives

Design and Planning Skills: ability to…
- Identify alternative courses of action
- Set realistic goals
- Follow through with a plan or decision
- Manage time effectively
- Predict future trends and patterns
- Accommodate multiple demands for commitment of time, energy and resources assess needs
- Make and keep a schedule
- Set priorities

Human Relations and Interpersonal Skills: ability to…
- Keep a group "on track" and moving toward the achievement of a common goal
- Maintain group cooperation and support
- Delegate tasks and responsibilities
- Interact effectively with peers, superiors, and subordinates
- Express one's feelings appropriately; understand the feelings of others
- Use argumentation techniques to persuade others
- Make commitments to persons
- Be willing to take risks
- Teach a skill, concept, or principle to others
- Analyze behavior of self and others in-group situations
- Demonstrate effective social behavior in a variety of settings and under different circumstances
- Work under time and environmental pressures

Information Management Skills: ability to…
- Sort data and objects
- Compile and rank information
- Apply information creatively to specific problems or tasks
- Understand and use organizing principles
- Evaluate information against appropriate standards

Management and Leadership Skills: ability to…
- Analyze tasks
- Identify people who can contribute to the solution of a problem or task
- Identify resource materials useful in the solution of a problem
- Delegate responsibility for completion of a task
- Motivate and lead people
- Organize people and tasks to achieve specific goals
- Supervise others
- Manage conflict
- Make decisions collaboratively
- Sell ideas or products

Research and Investigation Skills: ability to…
- Use a variety of sources of information
- Apply a variety of methods to test the validity of data
- Identify problems and needs
- Design an experiment, plan, or model that systematically defines a problem
- Identify information sources appropriate to special needs or problems
- Formulate questions relevant to clarifying a particular problem, topic, or issue

Valuing Skills: ability to…
- Assess a course of action in terms of its long-range effects on the general human welfare
- Make decisions that will maximize both individual and collective good
- Appreciate the contributions of art, literature, science, and technology to contemporary society
- Identify one's own values; assess one's values in relation to important life decisions

Work Survival Skills: ability to…
- Accept responsibility
- Attend to detail
- Be punctual
- Cooperate
- Enforce policies
- Enlist help
- Make and implement decisions
- Meet goals
- Set and meet deadlines

Technical Skills

Technical Skills are specific to individual settings and projects. Some types of technical skills include:
- Language skills (languages you communicate in and understand – both written and oral)
- Laboratory skills
- Construction skills (useful in design, theater, building, etc. work)
- Acting/Dancing/Performance techniques
- Certifications and proficiencies in a variety of areas
- Computer/IT skills

Listed below are common Computer/IT Skills. Technical skills in other areas will be added to this list over the coming months.

Computer/IT Skills
- **Arts & Graphics**
    - Adobe Illustrator
    - Adobe Photoshop
    - Blender
    - Corel Draw
    - Final Cut
    - GIMP
    - Maya
    - Shade

- **Desktop Publishing**
    - Adobe InDesign
    - Microsoft Publisher
    - QuarkXPress

- **Presentation**
    - Keynote
    - Adobe Flash
    - Microsoft PowerPoint
    - Prezi

- **Spreadsheet**
    - Gnumeric
    - Microsoft Excel

- **Word Processing**
  - Microsoft Word
  - LibreOffice
  - OpenOffice

- **Programming**
  - Assembly
  - Basic/Qbasic
  - C Programming
  - C++ Programming
  - Cobol
  - Fortran
  - Java Programming
  - JavaScript
  - Microsoft Visual Basic.NET
  - PHP
  - Python
  - R
  - SQL

- **Client Server/Networking/Hardware**
  - Active Directory
  - Apache Web Server
  - Checkpoint Firewall
  - CISCO Routers
  - Microsoft Exchange Server
  - Microsoft SQL Server
  - Novell Console One
  - Oracle Database Server
  - TCP/IP
  - VMWare Virtual Machines
  - WAN (Wide Area Networks)

- **Operating Systems**
  - FreeBSD
  - Linux
  - Mac OSX
  - Solaris
  - Unix
  - Windows XP, Vista 7/8

- **Database/Statistics**
  - ArcGIS
  - FileMaker Pro
  - Microsoft Access
  - SPSS
  - Quick Books Pro
  - R
  - S-PLUS
  - Stata
  - Windows QSB

- **Engineering Software**
  - AutoCAD
  - KaleidaGraph
  - MathCad
  - Mathmatica
  - Matlab
  - Pro E
  - PT Modeler

- **Web Page Design**
  - Adobe GoLive
  - Adobe InDesign
  - ASP (Active Server Pages)
  - CSS (Cascading Styling Sheets)
  - DHTML
  - HTML
  - Intermediate ActionScript
  - JavaScript
  - JSP (Java Server Pages)
  - Adobe Coldfusion
  - Adobe Dreamweaver
  - Adobe Fireworks
  - Adobe Flash
  - Microsoft FrontPage
  - PHP
  - XML