## Transferable Skills

Rate yourself on each skill: S=Strong possession of skill; M=Medium (have performed skill but need more practice); W=Weak (have not had experience with this skill)

### Effective writing
- report writing
- essay writing
- reviewing
- editing
- critiques
- preparing talks
- research
- documenting
- referencing
- articles

### Effective speaking
- making speeches
- instructing tutorials
- debating
- leading a group
- interviewing
- advising
- counseling
- persuading
- presenting a case

### Communication
- active listening
- checking for understanding
- reflecting
- summarizing
- clarifying
- encouraging

### Languages other than English
- conversing
- being understood
- writing
- reading
- understanding
- thinking
- translating
- recognizing cultural clues

### Computing facility
- data entry
- word processing
- desktop publishing
- analyzing
- interpreting
- calculating
- developing
- designing
- simulating

### Teamwork

#### Cooperation
- helping in a crisis
- facilitating
- waiting your turn
- trusting members
- accepting

#### Differences
- supporting
- mediating
- supervising
- leading

### Inspiring/Motivating others
- explaining
- being approachable
- empathizing
- rewarding
- considering the long term
- making decisions under pressure
- judging likely consequences

### Problem Solving

#### Decision making & follow through
- allocating time
- allocating money
- choosing a course
- choosing subjects
- being realistic
- considering the long term
- making decisions under pressure
- judging likely consequences

#### Awareness of social & political contexts
- keeping up with current issues
- being sensitive to the environment
- awareness of current needs
- seeing issues in a broad context

### Managing & Organizing

#### Ability to work independently
- being self motivated
- being self disciplined
- knowing own limitations
- trusting you own judgement
- taking responsibility
- coping with stress
- managing time effectively

### Organizing ability
- planning ahead
- contingency planning
- adapting to change
- setting realistic timelines
- reviewing progress
- learning from experience
- delegating

### Identifying & analyzing
- literature searching
- collecting data
- collating information
- organizing information
- prioritizing
- classifying
- hypothesizing
- speculating
- drawing conclusions

### Applying knowledge
- reworking
- reorganizing
- testing in new conditions
- making connections

### Research
- locating information
- organizing material
- sourcing information
- using retrieval systems
- evaluating data
- identifying facts
- gathering data
- drawing inferences

### Appreciation of values & ethics
- experiencing other cultures
- having an open mind
- recognizing prejudices
- keeping personal integrity