

How your role can transition to Project Management.

Transferable Skills Worksheet

- Access relevant personal & professional experiences
- Identify transferable skills you've acquired
- Demonstrate your skillset successfully

YOURpm**sidekick**

Introduction to Transferable Skills

An important part of what makes you valuable to an employer is your skillset. Transferable skills are used across job roles and industries and we acquire them through professional (and personal) experience that is accumulated along the way.

The skillsets you gather can become your most important asset when you begin to think differently about the skills you have.

Transferable skills often become the topic of conversation during a career change, layoffs, for new graduates entering the workforce, or professionals re-entering the job market. But identifying skills - especially the transferable ones - can be a ginormous pain.

We're here to help.

Let's start with some basics:

- What are transferable Skills:
 - They're skills, talents, and abilities that have been acquired through experience (in the workplace, industry events, internships, extracurricular activities, volunteer work, etc.) that can travel with you to different roles. These skills are relevant and will be useful in future work.
 - Basically, what you do at one point in life will often help you at the next point in life. Except making balloon animals.
- Why are they important:
 - Transferable skills are selling points.
 - Identifying these abilities can help you avoid starting from scratch when switching jobs or industries.
 - Existing skills may have to be reframed to align with the job you want.
 - Then learn to articulate them on your resume and in interviews.
- Challenge of Identifying Transferrable Skills
 - You're not sure where to start with skill assessment.
 - My areas of expertise don't seem to line up perfectly to the new role.
 - It's difficult to think about the acquired skills in a different way to realign.

The 2 Types of Skillsets

In the workplace, there are two kinds of skills: technical/hard skills, and soft skills. Both types are essential for success. Like peanut butter and jelly.

Technical/Hard skills

These are the abilities that can be learned through traditional means such as training, educational courses, and books to name a few. These skills are often included in job postings to describe the tasks of a position because they are easily quantifiable.

Examples are:

- Programming languages
- A degree or certification
- Foreign language proficiency

Soft skills

These are quite the opposite of technical/hard skills, but arguably more important.

These skills are experience-based, general, and they're usually a type of behavior that is more difficult to teach. These are so valuable that those with them are often the employees that employers decide to promote.

Now...*some* soft skills can be taught in school. But most are acquired through shadowing, on the job training, mentoring, etc., and can improve at any time.

Examples are:

- Leadership skills
- Time management
- Problem solving
- Building relationships (professionally...not in your love life)

Bring Skills Together

Together, both hard & soft skills build your professional make up. This is your biggest selling point in the marketplace.

Understanding how all experience, in some way, "is portable" and can travel with you (and knowing how to identify them) is half the battle.

"Knowing is half the battle."

-G.I. Joe

The other half is marketing the skills you have. When you reach any of the pivotal career points in life (career change, layoffs, new graduates entering the workforce, professionals re-entering the job market, etc.) this becomes important.

Next Steps

Use the steps below to identify your transferable skills.

Cheers!

4 Steps to Identify Transferable Skills

1. List the last 5 job roles you've had (page 4).
2. Use the Transferable Skills Worksheet to identify skills you have acquired through your work experience, extracurricular activities, etc. (page 5).
3. Select 10 of those skills and list them under the "My Top Skills" column (page 6 & 7).
4. In the "Demonstration of Skills" column (next to "My Top Skills") list 2-3 examples of how you've used those skills. Feel free to pull from other experience as needed (page 8).

Step 1:

List the last 5 job roles you've had. Roles can include, but are not limited to, volunteering, internships, hobbies, etc.

Role Identification

Step 2:

Transferrable Skills Worksheet - Identify skills from the lists below that you have acquired through your work experience, extracurricular activities, etc.

Leadership, Management and Organization	Research /Planning	Communication
Setting priorities	Projecting and sourcing future resource needs	Facilitating group discussion
Conflict resolution	Analyzing data	Reporting information
Assuming responsibility	Defining needs & requirements	Persuading others
Coordinating/delegating tasks	Predicting and forecasting	Providing appropriate feedback, either independently or when asked
Problem solving	Identifying resources	Public speaking
Initiating new ideas and promoting change	Dealing with unexpected situations	Editing documentation
Decision making	Extracting important information	Expressing ideas clearly and effectively

Critical Thinking/Problem Solving	Management	Teamwork/Collaboration
Analyzing information	Delivering client expectations	Developing rapport with team, supplies, customers, subcontractors
Anticipating problems	Overseeing several active projects	Counseling/empowering others
Predicting outcomes	Creating project schedules and tasks	Sharing credit/recognize efforts
Formulating questions	Handling complaints	Providing support
Setting goals	Mentoring less experienced colleagues	Motivating others
Conceptualizing cases/situations	Allocating resources such as equipment, materials, and facilities	Teaching/instructing others

Step 3:

From the skills identified in Step 2 - List 10 of those skills and list in the “My Top Skills” column. Ignore the “Demonstration of Skills” column for now.

My Top Skills	Demonstration of Skills

My Top Skills	Demonstration of Skills

Step 4:

In the “Demonstration of Skills” column in the table above, list 2-3 examples of how you’ve used those skills you listed in the “My Top Skills” column. Feel free to pull from other experience as needed.

Great work!

You now have a list of demonstrated skills that apply to the Project Management field. You can use this to articulate those skills on your resume, as well as in interviews.