

TRANSFERABLE SKILLS

What is a transferable skill?

A transferable skill is just what it says: A skill or talent developed in one setting that is applicable and valued across multiple environments. Transferrable skills can be hard skills like working with particular software and databases, or soft skills such your ability to work with people and manage your day-to-day career tasks as well as professional development.

Skills are developed in a variety of settings, including work experience, volunteering, classroom projects and more. Some skills may be specific to a job or setting, but most are transferrable to your job focus in web development. Let's look at which transferrable skills you've mastered that future web development employers value.

Basic Skills:

- Use listening skills to understand oral instructions
- Learn new procedures
- Understand and carry out written instructions
- Orally convey information to others
- Observe and assess your own and others' performances
- Communicate in writing
- Use mathematical processes to solve problems
- Speak in public
- Demonstrate professionalism

People Skills:

- Provide constructive criticism
- Receive feedback
- Coordinate actions with other people's actions

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- Negotiate, persuade and influence people
- Motivate others
- Handle complaints
- Train or teach new skills
- Delegate work to others
- Oversee others' work
- Perform outreach
- Counsel people
- Build strong customer relationships
- Collaborate with other people
- Mentor colleagues
- Resolve conflicts
- Develop relationships with suppliers
- Demonstrate comfort when dealing with all people
- Gain clients' or customers' confidence

Management Skills:

- Oversee budgets
- Recruit personnel
- Review resumes
- Interview job candidates
- Select new hires
- Supervise employees
- Allocate resources such as equipment, materials, and facilities

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- Schedule personnel
- Preside over meetings
- Negotiate contracts
- Evaluate personnel
- Organize committees

Clerical Skills

- Perform general clerical and administrative support tasks
- Design forms, correspondence, and reports
- Manage records
- Take minutes at meetings
- Use word processing software
- Use database management software
- Use spreadsheet software
- Use desktop publishing software
- Use presentation software
- Perform data entry
- Keep track of accounts receivable, accounts payable, billing, etc. (bookkeeping)
- Screen telephone calls
- Greet visitors

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Research and Planning Skills:

- Identify and present problems to upper management
- Anticipate and prevent problems from occurring or reoccurring
- Use critical thinking skills to make decisions or evaluate possible solutions to problems
- Solve problems
- Deal with obstacles and crises
- Define organization's or department's needs
- Set goals
- Prioritize tasks
- Locate and reach out to suppliers or sub-contractors
- Analyze information and forecast results
- Manage your time and meet deadlines
- Plan and implement events and activities
- Develop and implement new policies and procedures
- Develop a budget
- Coordinate and develop programs
- Document procedures and results
- Produce reports
- Conduct research using the Internet and library resources
- Generate ideas
- Develop and carry out ideas

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Computer and Technical Skills:

- Use computer software that is related to job
- Use job-related equipment
- Install software on computers
- Use the Internet, including email and search engines
- Use equipment such as printers, copiers and fax machines
- Troubleshoot problems with hardware, software and other equipment
- Install equipment
- Troubleshoot problems with and repair equipment
- Maintain equipment
- Inspect equipment to identify problems

Additional Skills:

- Demonstrate fluency or working knowledge of a foreign language
- Demonstrate fluency or working knowledge of sign language
- Fundraise
- Write grants
- Design websites