

natural ability that you seem to have been born with, especially an artistic ability or social skill. Being compassionate, empathetic, or a good listener are examples of gifts. Capacities are areas of potential growth, development, or accomplishment; such as your physical, mental, or financial power to accomplish something. For example, being a good communicator or quick learner can boost your capacity/ability to do a number of jobs or activities.

For many, identifying their strengths, gifts, and abilities can be very difficult and they might not be able to come up with a list of these qualities very quickly. It is important to provide examples to participants. If they're having trouble, ask them to think about **transferable skills**. Transferable or "portable" skills are skills and abilities that can be transferred from one job to another, or one situation to another. They are often thought of in the context of job interviews and resume building, but they can be very useful in person-directed planning.

Some common transferable skills include:

1. **Communication skills:** verbal communication, written communication, active listening, nonverbal communication, responsiveness, public speaking, and how you give and receive feedback.
2. **Dependability skills:** work-ethic, punctuality, integrity, honesty, and the ability to meet deadlines.
3. **Teamwork skills:** relationship-building skills, collaboration, active listening, empathy, strong communication, and conflict resolution skills.
4. **Critical thinking skills:** problem solving, decision-making, creativity, and analytical thinking.
5. **Organization skills:** multitasking, time management, attention to detail, analytical thinking, and an ability to follow instructions well.
6. **Leadership skills:** dependability, relationship-building, delegation, project management, interpersonal skills, and conflict resolution skills.
7. **Adaptability:** flexibility, creativity, positivity, patience, the ability to learn new skills and processes, the ability to complete goals even as aspects of the project change.
8. **Empathy:** emotional intelligence, listening skills, mediation skills, curiosity, and the ability to see another person's perspective.³

Encourage conversation and collaboration. Allow 5 minutes per person to complete this section.

³ <https://www.indeed.com/career-advice/resumes-cover-letters/transferable-skills>