

# Transferable Skills

(Taken from the University of New Hampshire)

## **Leadership**

- Exhibit self-motivation and a positive attitude
- Motivate individuals and groups to perform
- Encourage effective teamwork with people from diverse backgrounds
- Design and implement plans of action
- Set goals and follow through
- Assess and evaluate situations effectively
- Manage time efficiently and effectively through scheduling and prioritizing
- Handle multiple demands for commitment of time, energy, and resources
- Identify critical issues quickly and accurately
- Meet the needs of both the organization and the employees when possible
- Use integrity in decision-making

## **Program Administration**

- Interpret rules and regulations
- Analyze data and information
- Create innovative solutions to complex problems
- Ensure that tasks are completed on time
- Prioritize daily workload

## **Information Management**

- Research, investigate, and compile information
- Synthesize facts, concepts, and principles
- Compile, sort, and interpret data
- Identify and combine a variety of resource materials into final copy
- Formulate relevant questions and develop ways to supply and clarify answers
- Communicate facts and ideas clearly both orally or in writing
- Manage a budget and keep accurate financial records

## **Creativity**

- Write interesting and clear articles, reports, etc.
- Design culturally sensitive activities to engage participants
- Market and display products to appeal to target audience
- Create visually intriguing and skilled designs, displays, or works of art
- Demonstrate convincing public speaking or acting skills
- Solve problems creatively, logically, and practically

## **Interpersonal Communications**

- Exercise "give and take" to achieve group results
- Display understanding of, and respect for, people from diverse backgrounds
- Understand and work within the group culture
- Listen actively and attentively
- Delegate tasks and responsibilities
- Discuss cultural differences and issues openly
- Interpret behavior and emotional patterns in individuals and groups
- Teach, supervise, and train others using easy-to-understand concepts and hands on experience
- Conduct in-depth interviews
- Express ideas and thoughts based on facts
- Mediate conflict with tact and diplomacy

## **Personal Development**

- Instill self-confidence and self-esteem in others
- Demonstrate flexibility and commitment to change and learning
- Learn the value of hard work and persistence
- Recognize and appropriately address bias in self and others

## **Study Abroad/Cultural Competency**

- Enhanced cultural awareness, sensitivity to customs, and cultural differences
- Increased self-confidence, initiative, and independence
- Adapted to a new culture and environment
- Functioned with a high level of ambiguity
- Interacted effectively with people from diverse backgrounds