

Transferable Skills in Practice

Skill Category	What this skill might look like:	
Communication	<ul style="list-style-type: none"> <input type="checkbox"/> Oral presentation at group meetings, journal clubs, seminars, conferences <input type="checkbox"/> Presentation to diverse audiences (cross-discipline, general, specialists) 	<ul style="list-style-type: none"> <input type="checkbox"/> Writing for diverse audiences <input type="checkbox"/> Teaching in a classroom setting <input type="checkbox"/> Teaching or training outside the classroom <input type="checkbox"/> Editing and proofreading
Project Management	<ul style="list-style-type: none"> <input type="checkbox"/> Setting goals and deadlines <input type="checkbox"/> Time management <input type="checkbox"/> Planning 	<ul style="list-style-type: none"> <input type="checkbox"/> Prioritizing tasks <input type="checkbox"/> Long-term/future thinking <input type="checkbox"/> Managing/organizing resources
Leadership	<ul style="list-style-type: none"> <input type="checkbox"/> Leading meetings or discussions <input type="checkbox"/> Encouraging or coaching others <input type="checkbox"/> Supervising others <input type="checkbox"/> Problem solving 	<ul style="list-style-type: none"> <input type="checkbox"/> Initiating tasks <input type="checkbox"/> Delegating tasks <input type="checkbox"/> Making decisions <input type="checkbox"/> Following through
Interpersonal/ Teamwork	<ul style="list-style-type: none"> <input type="checkbox"/> Giving and receiving feedback <input type="checkbox"/> Resolving conflicts <input type="checkbox"/> Collaborating 	<ul style="list-style-type: none"> <input type="checkbox"/> Active listening <input type="checkbox"/> Relating well with others <input type="checkbox"/> Openness to new ideas
Innovation and Entrepreneurship	<ul style="list-style-type: none"> <input type="checkbox"/> Creative or design thinking <input type="checkbox"/> Improvising <input type="checkbox"/> Market/trend awareness 	<ul style="list-style-type: none"> <input type="checkbox"/> Conceptualizing <input type="checkbox"/> Prototyping <input type="checkbox"/> Assessing risk
Analysis and Problem Solving	<ul style="list-style-type: none"> <input type="checkbox"/> Identifying problems <input type="checkbox"/> Analyzing problems <input type="checkbox"/> Researching/brainstorming solutions 	<ul style="list-style-type: none"> <input type="checkbox"/> Attention to detail <input type="checkbox"/> Data interpretation
Information and Data Management	<ul style="list-style-type: none"> <input type="checkbox"/> Maintaining accurate records <input type="checkbox"/> Using communication technology <input type="checkbox"/> Using data management technology 	<ul style="list-style-type: none"> <input type="checkbox"/> Creating and managing a budget <input type="checkbox"/> Using productivity technology
Personal	<ul style="list-style-type: none"> <input type="checkbox"/> Self-motivation/taking initiative <input type="checkbox"/> Adapting to change 	<ul style="list-style-type: none"> <input type="checkbox"/> Taking responsibility <input type="checkbox"/> Work ethic