Transferable Skills Sets for Job-Seekers

 Marketable job skills can be broken down into five basic categories -- skills sets -- that job-seekers can use in showing applicable skills from one job/career to the next.

 Below is a list of five broad skill areas, which are divided into more specific job skills.

 Communication: the skillful expression, transmission and interpretation of knowledge and ideas.

 - Speaking effectively
 - Writing concisely
 - Listening attentively
 - Expressing ideas
 - Facilitating group discussion
 - Providing appropriate feedback
 - Negotiating
 - Perceiving nonverbal messages
 - Persuading
 - Reporting information
 - Describing feelings
 - Interviewing
 - Editing

 Research and Planning: the search for specific knowledge and the ability to conceptualize future needs and solutions for meeting those needs.

 - Forecasting, predicting
 - Creating ideas
 - Identifying problems
 - Imagining alternatives
 - Identifying resources
 - Gathering information
 - Solving problems
 - Setting goals
 - Extracting important information
 - Defining needs
 - Analyzing
 - Developing evaluation strategies
Human Relations: the use of interpersonal skills for resolving conflict, relating to and helping people.

- Developing rapport
- Being Sensitive
- Listening
- Conveying feelings
- Providing support for others
- Motivating
- Sharing credit
- Counseling
- Cooperating
- Delegating with respect
- Representing others
- Perceiving feelings, situations
- Asserting

Organization, Management and Leadership: the ability to supervise, direct and guide individuals and groups in the completion of tasks and fulfillment of goals.

- Initiating new ideas
- Handling details
- Coordinating tasks
- Managing groups
- Delegating responsibility
- Teaching
- Coaching
- Counseling
- Promoting change
- Selling ideas or products
- Decision making with others
- Managing conflict

Work Survival: the day-to-day skills that assist in promoting effective production and work satisfaction.

- Implementing decisions
- Cooperating
- Enforcing policies
- Being punctual
- Managing time
- Attending to detail
- Meeting goals
- Enlisting help
- Accepting responsibility
- Setting and meeting deadlines
- Organizing
- Making decisions

Information compiled from www.quintcareers.com/