

# De-mystifying Transferable Skills



**Hazel Spain, Learning &  
Development, executive coach  
and mentor  
Hazel.s@live.co.uk**



## Aim of Workshop

Understand what 'transferable skills' are

Learn how to identify your own transferable skills

Think about how to link those skills to career ideas

How to demonstrate your transferable skills in application or interview



# Transferable Skills

- They are core skills and abilities
- They are skills you have developed over time



**Transferable skills are desirable to employers. It means you can hit the ground running and start contributing straight away!**



# How to **identify** your transferable skills

1. Job search profiles
2. Self analysis
3. Self assessments
4. Get feedback





## Self reflection

List up to 4 tasks, roles, jobs that you have completed and achieved success.  
Under each heading...

1. Write down up to 3 skills you used to achieve that success.
2. Write down what you enjoyed about doing the task?
3. Write down how you overcame challenges you may have faced?

Communication

Dependability

Teamwork and  
collaboration

Computer skills

Organizational  
and time  
management

Decision making

# TRANSFERABLE SKILLS

Problem solving

Analytical

Leadership and  
management

Interpersonal

Flexibility &  
Adaptability

Strong Work  
ethic



Decision making

Dependability

Leadership and  
management

Teamwork and  
collaboration

Problem solving

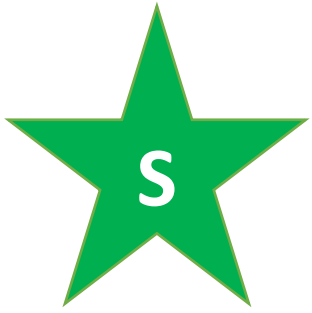
# TRANSFERABLE SKILLS

## What jobs need these skills?



**30 seconds – how many jobs can you identify?**





## Situation

Describe a situation when you used that skill and when it took place



## Task

Explain what the task was that you was doing and what was the goal



## Action

Explain what your actions were, what you did



## Result

Conclude with the results of your actions





## Example 1 : Senior Marketing Executive

Responsible for delivering and overseeing the marketing operational support provided to the wider business unit, and working with the investment teams on brand and website communication. You will be responsible for the work on a variety of marketing and communication activities and projects with a variety of stakeholders

Skill: **project management, influence, communication, creativity and design skills**

Describe a time when you have successfully **managed a project** in its entirety



**Situation:** I'm the secretary for the local under 18 Sunday football club. One of the tasks I'm responsible for is ensuring everyone pays their subs on time, via the app each month and submit these on time to the league secretary.



**Task:** we needed an easy way to collect subs from players and also check availability of when who could play. It needed ideally to be in place for the start of the new season (August)



**Action:** I designed our logo, found an app I was happy with, designed the layout for great user experience, set up admin access and gave the players access. This includes options to pay subs and other match fees, show if they are available to play or not, all from downloading to their phones.



**Result:** the app has been a great success, the players love it as they can have it on their phones. It has everything we need in one place and I can organise payment easily each month, and see availability clearly.



## Example 2 : Head of Human Resources

A blend of interaction at senior stakeholder level, providing a full range of generalist HR responsibilities and managing a small team of HR business partners in order to deliver the HR strategy that delivers value to the business.

**Skill:** managing a team, effective decision making, ability to read and influence a variety of people, resourcefulness in the face of obstacles, communicate with impact

How have you responded to a team member who wasn't pulling his or her weight?



**Situation:** I was working in an engagement project working with others across business functions and one member consistently would not get her part of the project in on time. This slowed everyone else down.



**Task:** No one else seemed to be doing anything, and this person was someone who worked in my office location, so I knew I was the one who needed to do something.



**Action:** I took her to one side and privately told her we needed her work in order to complete the project on time. I advised if she could not do the work, she needed to tell us so so we could re allocate the tasks to someone else.



**Result:** She apologised and was much better at completing her work tasks on time after that.





## Recap

Understand what  
'transferable skills' are

Learn how to identify your  
own transferable skills

Think about how to link  
those skills to career ideas

How to demonstrate your  
transferable skills in  
application or interview



# Thankyou

## Time for any Questions



### Additional services:

- 121 career coaching £25 discounted offer 60minutes
- Be your best version coaching programs 8/10/12 weeks

Contact: Hazel Spain, Learning & Development, executive coach and mentor

email: [hazel.s@live.co.uk](mailto:hazel.s@live.co.uk)

Linkedin: <https://www.linkedin.com/in/hazel-spain-she-her-learning-development-workplace-coach-training-a93b8290/>

