



What are transferable skills?

They are skills you have developed that can transfer from one environment to another. These may be skills you've learned at home, at work or volunteering, in education or training or through hobbies and interests.



Why are transferable skills important?

If you can use a skill in one situation or job you will be able to use it in another job, even if it appears to be completely unrelated. Over 80% of the content of any job will be comprised of transferable skills, as opposed to fresh knowledge.



Transferable skills fall into several categories, which often overlap:

Communication skills – speaking, writing and listening effectively

Human relation skills – supporting, motivating and cooperating with others

Organisation, management and leadership skills – teaching, decision-making and selling ideas or products

Research and planning skills – analysing, defining needs, gathering information and solving problems

Workplace survival skills – managing deadlines, punctuality, acting responsibly and managing stress



Map your transferable skills

Think about the required attributes of the jobs you want to apply for. What skills do you already have and where did you learn them? What skills are you missing and how can you attain them?



Where can you use your transferable skills?

On a CV – list your key skills under relevant headings

In a cover letter – transferable skills form the foundation of your cover letter

In an interview – elaborate on transferable skills in the context of the job

Workshops are free of charge to attend.

For information on the Transferable Skills workshop or to register
telephone 0208371 3280

or email reception@theworkavenue.org.uk