Transferable Skills

* Problem Solving
* Decision Making
* Planning/Organising
* Oral Communication
* Written Communication
* Negotiating
* Motivating Others
* Working Under Pressure
* Marketing
* Initiative
* Money Management
* Audit Records
* Empathy
* Dealing With Confidentiality
* Driving
* Can Write Reports
* Keep Records
* Mediate Disputes
* Other Languages
* Interviews
* Trustworthy
* Honest
* Dealing With Complaints
* Leadership Abilities
* I.T (computer) Skills
* Time Management
* Literacy & Numeracy
* Team Work
* Working To Deadlines
* Research Skills
* Dealing With Difficult Situations
* Customer Skills
* Advertising
* Working With The Public
* Networking With Other Agencies
* Adaptable
* Understanding
* Doing Presentations/Speaking To Groups
* Delegate Tasks To Others
* Listening Skills
* Use Equipment
* Administration Skills
* Drawing
* Responsibility
* Follow Instructions
* Efficient

**The top 10 transferable skills that the majority of us have are:-**

1. Communication Skills (Both Oral & Written)
2. Teamwork Skills
3. Time Management Skills
4. Problem Solving Skills
5. Organisational Skills
6. Learning Skills
7. Computer Skills
8. Listening Skills
9. Creativity Skills
10. Leadership Skills