

## Equipped for the Future

### TRANSFERABLE OR SOFT SKILLS

Things that you can do that do not depend on a particular set of circumstances or experiences.  
 Things that you do that you can do in a number of situations.

#### Communication skills can include:

Spoken  
 Written  
 Reading  
 Writing  
 Body language  
 Telephone  
 Selling  
 Teaching  
 Explaining  
 Listening

#### Key Qualities might be:

confident  
 Flexible  
 Open, friendly  
 outgoing, cheerful  
 open minded

#### Number skills (numeracy), can include:

Budgeting, using money  
 Managing finance  
 Paying Bills  
 Using measurements  
 Keeping files or data

Responsible  
 Organised  
 Practical  
 Observant

#### Problem Solving Skills can include:

Coming up with good ideas  
 Planning and organising  
 Finding solutions  
 Using good judgement  
 Solving quarrels

Persuasive  
 Organised,  
 Practical  
 Listening  
 Considerate  
 Creative

#### Information/Technology skills can include:

Internet computer skills  
 Using equipment sometimes specialised  
 Learning new things  
 Practical things, using tools, fixing things

adaptable  
 Practical  
 Quick to learn  
 observant

#### Working with Others skills can include:

Listening  
 Advice and guidance/counselling  
 Teaching/training  
 Explaining

Sense of humour  
 Observant  
 approachable  
 friendly  
 open minded  
 Interested in people  
 Practical  
 Learning new things