

TRANSFERABLE SKILLS

A PRESENTATION TO THE

**NATIONAL BLACK MBA ASSOCIATION, INC.
ATLANTA CHAPTER**

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By

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TRANSFERABLE SKILLS

- ❑ **What Are They ...?**
- ❑ **Why Are They So Vital ...?**
- ❑ **How To Use Them ...!**



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EVEN THE GOVERNMENT RECOGNIZES **TRANSFERABLE SKILLS!**

The Department of Labor Recommends Transferable Skills Analysis (TSA) when one no longer desires nor is able to perform in his/her current role. This analysis considers ...

- Work Fields (Categories of Professions & Technology)*
- Materials, Products, Subject Matter and Services (MPSMS)*
- Specific Vocational Preparation*
- Worker Traits (aptitudes, temperament, abilities, relationships .. often known as “soft skills” or competencies)*

**Selected Characteristics of Occupations – US Department of Labor, 2008*



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WHAT ARE TRANSFERABLE SKILLS?

- ❑ Transferable Skills are those you have gathered by your experiences at work and beyond (education, extracurriculars, sports, volunteerism and other life experiences).**
- ❑ The word “skills” can be a roadblock to many. “Competencies” is a better term. Competencies are the skills, knowledge and behaviors/characteristics that predict success on the job.**
- ❑ Competencies are often seen as “soft skills”.**



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EFFECTIVE CAREER DEVELOPMENT

- How many have ever felt “typecast”; that is to feel classified as a type of person based upon your profession (Engineer, Accountant, Systems Analyst)?
- Yet, how many successful careers have only one path?
- Developing, identifying and “selling” your transferable skills is vital to your career development!



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IS YOUR CAREER PATH ONE OF CHOICE OR CHANCE?

- Most of us are very diligent at building our “hard skills” through:
 - Advanced Education
 - Specific Training
 - Focused Reading & Research/Self-Study
 - Hands-on Practice
 - Mentoring (apprenticeship)
- Often soft skills/competencies are thought to be “innate” but many can be trained, developed and enhanced.
- Develop expertise in both hard and soft skills!



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COMPETENCY EXAMPLES

EMPLOYEE

- Job Knowledge
- Results Orientation
- Effective Communications
- Analytical Ability
- Initiative
- Interpersonal Skills
- High Energy
- Tenacity

LEADER

- Creating Shared Vision
- Creating Shared Values
- Shaping Strategy
- Establishing High Standards
- Leading Change
- Motivating Others
- Driving Execution & Results
- Assessing Performance
- Rewarding Performance



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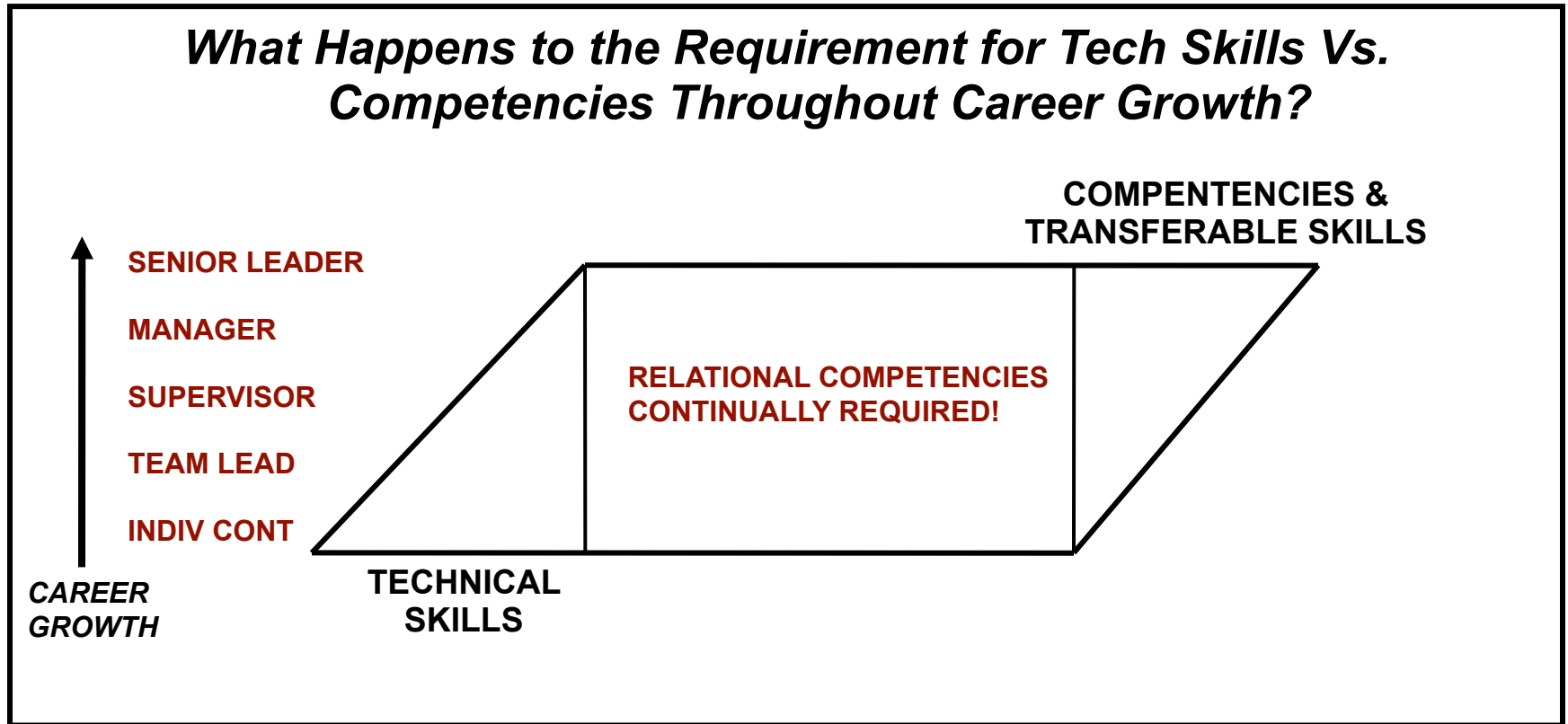
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CAREER PROGRESSION AND USE OF TECHNICAL SKILLS vs. COMPETENCIES

What Happens to the Requirement for Tech Skills Vs. Competencies Throughout Career Growth?



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SELF-ASSESSMENT

IT IS IMPERITIVE TO DEVELOP AN ACCURATE SELF-ASSESSMENT!

***A fine example came from a coalition of University of Dublin, Trinity College and the Waterford Institute, Ireland.**

<u>Competency</u>	<u>Importance</u>	<u>Your Ranking</u>
Communications Skills		
Presentation Skills	5 4 3 2 1	_____
Written Communications	5 4 3 2 1	_____
Oral Communications	5 4 3 2 1	_____
Vocabulary & Articulation	5 4 3 2 1	_____



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SELF-ASSESSMENT (Cont'd)

<u>Competency</u>	<u>Importance</u>	<u>Your Ranking</u>
Personal Development		
Managing Independent Learning	5 4 3 2 1	_____
Time Management	5 4 3 2 1	_____
Managing Multiple Tasks	5 4 3 2 1	_____
Career Management	5 4 3 2 1	_____
Interpersonal Skills		
Working With Others	5 4 3 2 1	_____
Customer Relationships	5 4 3 2 1	_____
Negotiation	5 4 3 2 1	_____
Leadership	5 4 3 2 1	_____



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SELF-ASSESSMENT (Cont'd)

Competency

Importance

Your Rating

Work Management

Problem Solving

5 4 3 2 1

Analytical Ability

5 4 3 2 1

Planning

5 4 3 2 1

Project Management

5 4 3 2 1

Research Skills

5 4 3 2 1



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FOCUS ON KEY COMPETENCIES ... **IMPROVE WEAKER ONES!**

KEYS TO KEEP IN MIND

- Most are happier doing what they do best and where their skills lie!**
- Weakness in a competency or skill does not excuse poor performance!**
- Unfortunately, we must be the best in our current roles to be selected for the next!**



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HOW TO IMPROVE ...

- Find a Mentor!**
- Seek Exposure and Experiences to Use and Strengthen Transferable Skills (in/out of the workplace)!**
- Ask for Feedback!**
- Practice!**
- Create Value!**



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HOW TO “SELL” THESE TRANSFERABLE SKILLS/COMPETENCIES

- Know your numbers/metrics!
- Know how your Competencies/Transferable Skills contributed to specific successes!
- Relate current /past successes to new role requirements!
- Practice articulating past successes using Transferable Skills in new tasks/environments!



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IMPORTANT FINAL OBSERVATION!

“Most successful professionals do not perform the same tasks throughout their careers –

And most of them benefit from continuing to do what they do well, regardless of their function.”

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