You may have professional skills, but do you have transferable skills? Transferable skills are skills and abilities relevant and beneficial in all areas of life. Managers are looking for people who demonstrate a good set of these skills. What are they?

- Teamwork
- Leadership
- Initiative
- Problem-solving
- Decision making
- Prioritizing
- Productive
- Self-motivated
- Active listener
- Exceptional communication skills (verbal, written, and non-verbal)
- Self-aware (has good emotional intelligence)
- Ability to gather, interpret, and analyze information
- Self-learner
- Technology literate

Sometimes, managers would rather have someone with transferable skills than a person with a degree or experience because a person with transferable skills is agile — he/she can adapt quickly. What are your strengths and weaknesses in the above areas?

**THIS WEEK:**
1. Identify areas where you feel you are competent and areas where you need to improve.
2. Go to [uab.edu/lynda](http://uab.edu/lynda) and log in. Look for videos that can help you improve your strengths and weaknesses.
3. Get an accountability partner to help you.
4. Check-in with yourself and your accountability partner at least every quarter to see how much you’ve grown.

**KEEP ON LEARNING**
- Read [Transferable Skills to Add on Your Resume](#) on Monster.com. (About a 3-5 minute read)
- Read [Transferable Skills: Definitions and Examples](#) on Indeed.com.
- UAB Learning & Development offers live workshops on Emotional Intelligence, Navigating Difficult Conversations, Developing Positive Relationships and more. [Check them out now](#).