

SPECIFIC SKILLS

Role-focused competencies

About specific skills

Put simply, and very obviously, skills are things you've learnt to do which help you do other things.

Specific skills are those which relate tightly to a particular role or part of a particular role, or perhaps even to work in a very specialised company.



For example, if your last job happens to have been as a Scenes of Crime Examiner with a police force, you may have the specific skills of taking a fingerprint from a pane of glass and analysing the results of swabs.



SPECIFIC SKILLS

Role-focused competencies

About this exercise

- 1** First, get together a complete list of your previous employment and other (relevant) activity - including volunteering or specialised hobbies or sports.
- 2** Second, try to find a job description or similar outline for each of the roles or activities listed. If you still have the old paperwork, great, use those. If not, try to find current vacancies or descriptions which match as closely as possible. If you can't, do what you can from memory.
- 3** Now, for each role or activity, use the table on the next page to write down as many specific skills as you can find or think of. Then, next to each skill in the table below, give accurate details of how you can prove the skill - for example, with a training certificate or by reference or attestation from a former manager.

How far you go with this is for you to judge. You could choose to list only the sorts of skills that you think are likely to be relevant. That could certainly save you some time. But it will also lead to a much narrower result, so if you can, I'd recommend going through and listing as many specific skills as you can.

If you don't want to print and scan, feel free to create your own version of the table, e.g. in Excel.

SPECIFIC SKILLS

SPECIFIC SKILLS TABLE

Skill	Description	Evidence / Attribution

TRANSFERABLE SKILLS

Across the board

About transferable skills

Transferable skills are things you can do which can be used across a range of roles, industries and situations.



PSST

You might have spotted there's a transferable skills compendium at the end of this worksheet. Please don't look at it yet. It's important for these exercises that you come up with the names of your transferable skills on your own at first, and plug the gaps later.

TRANSFERABLE SKILLS

Across the board

About this exercise

- 1 In the first part of this exercise you're asked to 'translate' each **SPECIFIC SKILL** you identified in the previous exercise into multiple transferable skills.

What does this mean? Well, let's take the example of a **sonographer** who has the skill of operating ultrasonic imaging devices to produce diagnostic images. The sonographer might translate this into any number of transferable skills, such as:

scientific knowledge and best practice, initiative and lone working, written communication, analysis and interpretation, coordination with colleagues, interpersonal skills, demonstrating empathy, managing records, using information technology, applying health and safety regulations, managing time and appointments effectively



- 2 Secondly, you'll review the **TRANSFERABLE SKILLS COMPENDIUM**. This is just a guide, not a complete list, so only claim the skills that are genuinely right for you. If you come up with more words of your own, fantastic. Either way, this should help plug any gaps with commonly used terms.

TRANSFERABLE SKILLS

Across the board

1 Translating specific skills

Take your specific skills identified in the previous worksheet and use the table below to 'translate' each specific skill into multiple transferable skills. Copy/print this page for more sheets.

Specific Skill	Transferable Skills

TRANSFERABLE SKILLS

Across the board

3 Transferable Skills Compendium

Please don't go through this list until you've completed step 1 of this workbook.

The list is by no means complete, but it should help pick up some skills you've missed and spark some thoughts about others.

Try not to circle too many skills here - it will dilute the overall effect. Really try to limit your skills to those you can demonstrate with specific reference to previous roles and achievements, ideally recent and prominent ones which offer impressive results you can refer to.

Teamwork & Communication

Engaging, contributing, voicing opinions
Active listening
Written style and accuracy
Editing
Adapting register (writing for the audience)
Expressing thoughts & ideas
Facilitating groups
Stakeholder & partner engagement

Requesting & responding to feedback
Negotiation skills
Conflict management
Influencing & persuading others
Respecting others
Diversity
Teaching & training
Presentation skills
Interviewing skills

Research, Planning & Strategy

Identification and collation of materials
Research methodology
Consultation and partnership
Ideation & brainstorming
Problem anticipation
Prioritisation
PESTLE & SWOT

Bigger picture / perspective working
Goal-setting
Project management
Alignment with organisational priorities
Needs analysis
Multi-stage evaluation techniques

TRANSFERABLE SKILLS

Across the board

Analysis, Critical Thinking & Problem Solving

Interpretation of results
Complex data analysis
Lateral thinking
Alternative solutions
Solution-focused approaches

Logic (technical meaning!)
Mathematical skills
Differential diagnosis
Mapping
Gap analysis

Interpersonal Skills

Empathy
Compassion
Language skills
Cultural expertise
Assertiveness & confidence
Negotiation
Active listening
Complaint handling

Emotional intelligence
Pastoral skills
Counselling
Motivational skills
Mentoring
Coaching
Advocacy

Creativity

Ideation & brainstorming
Conceptualising
Innovation
Imagination

Media skills
Artistic aptitude
Musicality
Expressiveness

TRANSFERABLE SKILLS

Across the board

Organisation, Time Management & Productivity

Coordinating groups
Multi-tasking
Planning & projection
Pomodoro technique etc.

Project ownership
Delegation
Change management

Flexibility & Adaptability

Multi-role proficiency
Responsibility overlap
Covering for colleagues
Delegation

Location independence
Remote working
Flexible working

Technical

Video conferencing /
remote meetings /
webinars
Database management
MS Office

Broad legislative:
health & safety etc.
Social media
management
HTML, CSS, JS, etc.

TRANSFERABLE SKILLS

Across the board

Leadership & Management

Vision	Coordination of teams
Engagement	Performance management
Decision making	Leading by example
Coaching	Morale / team-building
Mentoring	Communicating
Delegation	organisational messages
Training	Group facilitation
Budget management	Chairing meetings
Recruitment & hiring	Group goal setting
Board membership	Motivating others
Developing others	Pastoral support
Public speaking	Policy expertise
Accepting responsibility	Conflict management