

M | **CEW+**



Transferable Skills:

Recognizing and applying your skills to different contexts

Hello!



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About CEW+

CEW+ empowers women and underserved individuals in the University of Michigan and surrounding communities by serving as an advocate and providing resources to help them reach their academic, financial, and professional potential.

We Provide:

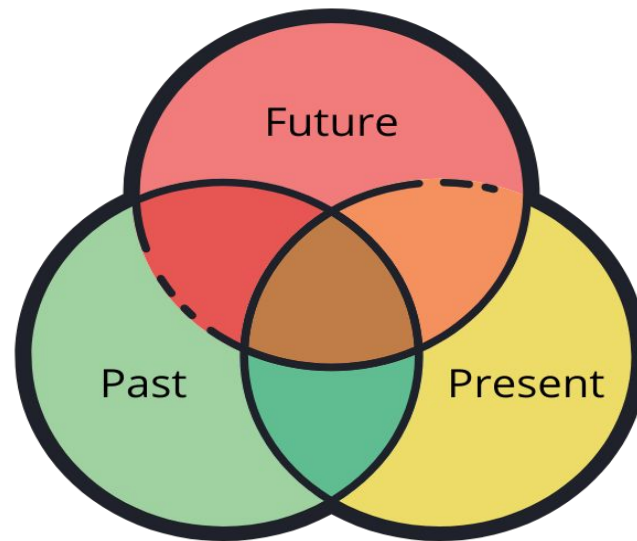
- Career & Educational Counseling
- CEW+ Scholarships/Fellowships
- Career Development Workshops
- Staff and Faculty Advocacy Initiatives

Agenda

- Defining transferable skills
- Taking inventory
- What's in demand?
- Making the connection
- How to showcase your skills
- Next Steps

What are transferable skills?

A set of skills you have acquired from work, volunteer, educational or extracurricular settings that can be utilized in a variety of different jobs and career paths



Taking inventory: What are your transferable skills?

- Personal reflection
 - Look for trends in skills used across settings
- Skills assessments
 - Helpful in finding examples on how to describe skills
- Peer interviewing
 - Have others identify what they hear when you talk about your work
 - Generative Interviewing

Generative Interviewing

Our ability to hear beyond the words.

Process Overview:

- Paired interviews
- Focus on experiences where you felt aligned with your values
- Theme identification by your peer
- Reflection on the themes the peer has identified

Skills in Demand

- LinkedIn says: Creativity, persuasion, collaboration, adaptability, emotional intelligence, analytical reasoning*
- General guidelines for identifying skills
- Current considerations for skills in demand

<https://www.wordclouds.com/>

*<https://learning.linkedin.com/blog/top-skills/the-skills-companies-need-most-in-2020and-how-to-learn-them>

Making the Connection



How can your skills be applied to new settings?

- Find your common thread
- Big picture considerations: The specific tasks may be different, but the underlying processes and skills needed to be successful are often similar
- Ex: Program manager vs lead medical unit clerk
 - Students vs patients, academic records vs charts, supporting staff/faculty vs nurses/physicians/techs, managing programs vs managing units

Showcasing your transferable skills

- Resume
 - Summary/Skills section, work experience bullet points
- Cover letter
- Elevator speech
 - Highlighting your strongest skills that are in demand for your desired field
- LinkedIn
 - Summary section

Next Steps

- Complete inventory of your skills
- Update your professional documents/profiles
- Schedule periodic reflections on your professional accomplishments and log them
- Create and implement plans to build up skills that are in need of further development
 - Monitor progress

Thank you!

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