

Transferable Skills

PEOPLE SKILLS	Teamwork	Supportive, facilitator, organized, co-coordinator, deliverer, imaginative, delegator, open-minded
	Leadership	Dynamic, motivator, team-builder, confidence booster, energetic, capable, outward looking, accountable, visionary
	Interpersonal	Listener, adviser, counselor, politically aware, initiator, professional, co-operative, constructive, assertive
	Customer orientation	Welcoming, friendly, caring, approachable, constructive, accommodating, tactful, diplomatic, tolerant
	Oral communication	Educator, trainer, communicator, presenter, promoter, influencer, humorous, empathetic, telephone skills
	Foreign Language	Specific language skills, cultural awareness, international experience, written and oral expertise, sensitivity
SELF RELIANCE SKILLS	Self-awareness /confidence	Purposeful, focused, reflective, perceptive, honest, self-belief, objective, realistic, balanced
	Self-promotion	Positive, persuasive, pleasant, proactive, persistent, ambitious, opportunistic, promoter
	Initiative and pro-activity	Resourceful, energetic, drive, flexible, self-starter, self-reliant, initiative
	Networking	Initiator, trustful, personable, relationship-builder, persistent developer, resourceful, respected
	Willing to learn	Motivated, adaptable, enthusiastic, active, keen, learner, inquisitive, continual improver
	Action planning	Decision-maker, planner, organized, negotiator, responsive, evaluator, forward thinker, target-driven, able to prioritize
	Problem-solving	Achiever, successful, results-orientated, project management, creative, practical, logical, astute, agile mind
GENERALIST SKILLS	IT/computer literacy	IT skills, software packages, common sense, task-orientated, progressive, specific, office skills, keyboard skills
	Flexibility	Accurate, logical, problem-solver, detailed, methodical, consistent, quick thinker, analytical, thorough
	Numeracy	Accurate, logical, problem-solver, detailed, methodical, consistent, quick thinker, analytical, thorough
	Business Acumen	Accurate, logical, problem-solver, detailed, methodical, consistent, quick thinker, analytical, thorough
	Commitment	Dedicated, trustworthy, conscientious, reliable, loyal, punctual, knowledgeable, experienced