

## Transferable Skills and Characteristics



1. Accept criticism
2. Accurate
3. Adjust leadership style to situation
4. Admit mistakes
5. Alert to new opportunities
6. Analyse complex information
7. Ask for help
8. Assertive
9. Balance work/private life
10. Build relationships
11. Coach others
12. Communicate expectations
13. Co-operate
14. Curious
15. Deal with conflict
16. Delegate
17. Develop ideas
18. Driven
19. Efficient
20. Explain clearly
21. Gain commitment
22. Give clear instructions
23. Handle cultural differences
24. Handle pressure
25. Handle your emotions
26. Independent
27. Learn and use new knowledge
28. Listen actively
29. Make and keep commitments
30. Make decisions
31. Motivate others
32. Motivate yourself
33. Negotiate
34. No fear of failure
35. Observe body language
36. Offer constructive feedback
37. Patience
38. Perseverance
39. Present convincingly
40. Prioritize
41. Say 'no'
42. See the big picture
43. Self-discipline
44. Sell
45. Set goals
46. Solve problems
47. Take initiative
48. Take responsibility
49. Think conceptually
50. Think critically
51. Use intuition
52. Write clearly