

WHAT IS A TRANSFERABLE SKILL?

by Marlene Strydom



Let's get right to the point! Transferable skills are general skills which you acquire in one situation i.e. work and can use in another i.e. socially.

You do not have to go into panic mode when you want to apply for a new job and the list of required skills contains some skills which you think you do not have. The good news is that you likely do have some of them because they fall under a category of abilities that you have acquired.

Perhaps some do need dusting and polishing, but at least they exist and fall under categories such as:

- Listening skills
- Communication skills
- Accuracy and attention to detail skills
- Time management skills
- Organisational skills
- Emotional intelligence attributes

What does your list of skills look like?

Skills are developed from previous experience in the work place, projects, voluntary work, sport, your personal life, hobbies, interests, etc. Without being aware you are using a whole number of skills across various situations. For example, you acquired project handling skills from doing voluntary work and you are applying these to tasks at the office.

One thing we need to be respectful of, is that we never have enough skills! There is no such thing as we have reached full capacity! A reality is that unfortunately it's too easy to become complacent and content with our current skills and abilities. Why should you develop new skills? Because you will open yourself up to countless opportunities!

Trent Hamm identified ten Killer Tactics for Developing a New Skill:

- 1 Clearly identify the skills you want to build such as a new language or typing faster than 80 wpm.
- 2 Set aside time every day to focus specifically on building those skills – yes you can do – cut the soap opera time and practice that typing speed or speak to your pet in a different language
- 3 Develop a game plan for building a specific skill – what do you need to do to get to that 200 wpm of accurate typing skills

4 Invest in top quality resources for learning – identify skilled people who can help you or invest in some good quality training material.

5 Set a clear goal and set milestones to reach that goal – create a milestone chart and put it where you can see it every day to stay motivated

6 Use something in the “real world” to work on as you learn – get some projects to do along your journey

7 Gather support for this skill growth – get a friend or colleague on board and support each other in developing the new skill

8 Share the progress you're making along the way – reward yourself with a nice piece of cake when you reached your milestones!

9 Capitalise on your newly found skill by applying it to the project that you can share with others – especially your boss!

10 Get started NOW! Just do it!

Take some time during your next tea/coffee break and have a look at this quick Interpersonal Skills Self-Assessment on www.skillsyouneed.com. You will get a good summary of some areas where you might need to do some dusting and polishing.

Enjoy the journey to growth

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She is a member of PAFSA's Academy of Excellence having reached the finals in the PA of the Year Award in 2011.

She has also received PAFSA's Crystal award.

Marlene believes that:

It's important to be kind! Be kind – everyone has a story to tell.

