

Transferable and soft employment skills

Just as you identified how the skills you brought to university could translate into academic skills, so you can see how academic skills translate into the 'transferable' and 'soft' skills required in employment. These skills are needed especially at 'team leader' and other management levels.

On the chart below are some of the soft skills which you could develop as a student – you will be able to think of others. On the next page, map out for yourself the skills you actually develop as a student. This exercise is especially useful in your final year, but if you do it earlier as well you will be better prepared to make use of the various opportunities that college offers.

Area of academic activity	Examples of potential transferable and soft skills which could be developed
Personal development planning	Self-management; forward planning; taking responsibility for improving performance; increasing personal effectiveness; reflective skills; skills development
Attending lectures, seminars, tutorials, etc.	Time-management; working flexibly
Lectures	Listening skills; identifying and selecting relevant points; written communication; information management
Seminars, group work, team projects	Teamwork; negotiating; oral communication; learning to take directions from others and to give directions; taking responsibility; problem-solving; listening; working with people from a variety of backgrounds; dealing with differences in opinion; relationship development; sharing knowledge
Oral presentation	Speaking in public; persuading and influencing others; making a case; time-management; presentation skills; using audiovisual aids; planning; sharing knowledge; adapting communication style
Writing essays and other forms of academic writing	Written communication skills, developing an argument or putting a strong case; working to word limits; working to deadlines; task analysis; sharing knowledge; breaking tasks into component parts; attention to detail
Maths and statistics	Problem-solving; presenting information; interpreting data; sharing knowledge
Observation	Listening skills; working with people from a variety of backgrounds; information management; attention to detail
Research	Time management; managing large amounts of information; working to deadlines; decision-making; project management
Exams and revision	Working to deadlines; managing stress and crisis; planning