

TRANSFERABLE SKILLS

The following skills are learned in school. They are also skills that can be used in a career. When is each skill used in school and when would each skill be used in a career?

Meeting Deadlines

Solving problems

Listening

Using constructive criticism

Expressing yourself verbally

Being dependable

Expressing yourself in writing

Being responsible

Remembering

Working as part of a team

Working independently

Planning ahead

Taking notes

Negotiating

Writing in an organized manner

Being motivated

Organizing

Leading

Making decisions

Arriving on time