**List of Transferable Skills for GC Students and Alumni**

**Administrative Skills**

❑ Attend to details

❑ Audit records

❑ Conduct inventory

❑ Create and maintain files

❑ Engage in bookkeeping

❑ Fundraise for projects, organizations

❑ Maintain accurate records

❑ Manage data or records

❑ Monitor and reconcile budgets

❑ Operational skills

❑ Perform clerical tasks

**Analytical and Research Skills**

❑ Analyze human and social situations

❑ Analyze quantitative, statistical, physical, and/or scientific data

❑ Anticipate and forecast trends

❑ Anticipate problems before they develop

❑ Apply creative problem solving to issues

❑ Apply statistical techniques to understand data

❑ Calculate risk management

❑ Classify information into categories

❑ Compile numerical and statistical data

❑ Conceptualize concepts and interpretations

❑ Conduct in-depth research (on concept, subject, issue)

❑ Create research surveys and methods of data collection

❑ Design research experiments and studies

❑ Design strategies and solutions through problem solving

❑ Develop mathematical and statistical models

❑ Develop theoretical concepts based on research

❑ Establish policy and legislation

❑ Estimate numerical figures (as well as social impact, results, outcomes)

❑ Evaluate programs, services, and concepts

❑ Extract and compile information (from libraries, people, physical data)

❑ Hypothesize and test for results

❑ Identify problems and propose solutions

❑ Interpret meanings associated with statistical data

❑ Interpret/translate other languages (as well as cultures, passages, abstract concepts)

❑ Investigate underlying problems (as well as hard to find information, people, situations)

❑ Study and examine data or behavior for meaning

❑ Synthesize and integrate large amounts of information

❑ Understand complex content

❑ Use statistical software to analyze data

**Communication Skills**

❑ Communicate ideas in ways that consider different audiences

❑ Communicate information through various mediums, including podcasts, webinars, blogs

❑ Convey complex ideas to non-specialists

❑ Create a strategic branding plan

❑ Demonstrate expertise in grammar and style

❑ Design and implement a social media strategy

❑ Develop and write effective grants and proposals

❑ Develop websites and content for the web

❑ Edit and proofread text

❑ Incorporate a variety of technology and media in presentations

❑ Interview people to obtain information

❑ Listen carefully and attentively

❑ Negotiate terms, contracts, deals, disagreements

❑ Persuade and influence others to see a point of view (groups, committees)

❑ Present information to small and large groups

❑ Present research in clear and concise ways

❑ Sell ideas, products, or services

❑ Speak, read, and write foreign languages

❑ Write analysis of study and research

❑ Write case studies and treatment plans

❑ Write copy for sales and advertising purposes

❑ Write in a clear and concise form

❑ Write reports, memos, correspondence

❑ Write technical and scientific language, reports, manuals

**Counseling, Serving, and Interpersonal Relationship Skills**

❑ Advocate for others and causes

❑ Collaborate with diverse individuals and teams

❑ Counsel and advise people individually or in groups

❑ Demonstrate consensus-building skills through groups

❑ Demonstrate understanding of various cultures

❑ Develop rapport with diverse people

❑ Express feelings appropriately

❑ Facilitate groups in discussion, create group synergy

❑ Handle complaints in person/over the phone

❑ Interact and work with a diverse population of individuals

❑ Mediate and resolve conflicts

❑ Organize community groups and conduct outreach

❑ Serve as liaison between departments, groups

**Creative and Envisioning Skills**

❑ Build or construct

❑ Create and initiate new ideas, products, services, and programs

❑ Create artistic images, illustrate

❑ Design artistic elements

❑ Design materials, products, or services

❑ Draw, sketch, render

❑ Edit videos

❑ Entertain people with stories, news, descriptions, music, performances

❑ Express ideas through art form

❑ Perform in productions

❑ Use intuition

❑ Write creatively, prose, poetry

**Leadership/Management Skills**

❑ Coach and guide others to achieve goals

❑ Conduct meetings effectively

❑ Create productive and efficient systems

❑ Delegate tasks and responsibilities to others

❑ Facilitate work teams

❑ Hire and manage personnel

❑ Lead a team, organization, project

❑ Make decisions

❑ Manage projects (as well as groups, classrooms)

❑ Motivate others for peak physical or psychological performances

❑ Sell ideas, products, policies to others

❑ Set and met weekly, monthly, and yearly goals

❑ Supervise the work of others

**Planning and Organizing Skills**

❑ Coordinate and organize people, groups, activities

❑ Coordinate events involving different people

❑ Create guidelines

❑ Develop a plan

❑ Manage and organize an event and logistics

❑ Gather information and arrange in clear order

❑ Organize an itinerary

❑ Set up and keep time schedules

**Teaching, Training, and Consulting Skills**

❑ Advise, mentor, and tutor others

❑ Assess learning styles and respond accordingly

❑ Consult and recommend solutions

❑ Create and administer an evaluation plan (teaching, grading)

❑ Develop educational curriculum and materials

❑ Facilitate positive interactions amongst members of a group

❑ Facilitate small group discussions for educational purposes

❑ Plan and deliver weekly presentations

❑ Provide oral and written feedback

❑ Respond to feedback in a timely fashion

❑ Teach and explain complex information and concepts to others

❑ Train students, staff, others on a procedure, system

❑ Use technology for educational purposes