

CCA CAREER SERVICES

SOFT AND INTERPERSONAL SKILLS

Top transferable skills for career success

Communication Skills

Expressing yourself clearly and appropriately often, whether you're persuading a board of executives or taking the time to explain a task to coworkers. This soft skill also includes active listening, strong writing capabilities, and nonverbal communication.

Project Management

Being able to effectively plan, implement, and assist with projects is a highly effective soft skill to maintain. You must be highly organized and detail-oriented with the ability to see how the project is tied to the organization's overarching business goals. Interpersonal skills also add to the ability to manage the people involved.

Adaptability

The willingness of employees to follow the latest news, adapt to the latest technology or a company's reorganization is critical for business development. In order to succeed, you'll need to have a passion for continuous learning and make efforts to stay on top of industry news and changes. If you have an open mind and are willing to adapt, you set your own limitations!

Problem-Solving

The ability to determine the source of a problem and find an effective solution. There are other related skills that contribute to this ability: active listening, analysis, research, creativity, communication, decision making, team-building.

Conflict Resolution

Being able to resolve conflicts through persuasion and negotiation is a skill that benefits professional and organizational relationships. Consider the best interests of your company, client, and team, and use that to push through conflicts and get to the best possible outcome.

Detail-oriented

A detail-oriented person is thorough, accurate, organized, and productive. They seek to understand both the cause and effect of a situation. Characteristics include asking critical questions, proofreading (multiple times), remembering small things, grammar geeks, planning and producing quality work to name a few.

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Emotional Intelligence

Your social skills, self-management practices, and overall presence give hiring managers clues on your emotional intelligence (also known as EQ). EQ refers to someone's ability to manage their own emotions and notice the emotions of others. How do you handle frustration? Are you able to think clearly and act accordingly in an embarrassing moment? How do you handle conflict?

Interpersonal Skills

The ability to establish positive healthy relationships with people. Connecting with people and effectively managing success and conflict to get a job done are valuable assets to employers. How well do you work with others? Do you work well in a team?

Leadership

Leadership skills are the tools, behaviors, and capabilities that a person needs in order to be successful at motivating and directing others. Yet true leadership skills involve something more; the ability to help people grow in their own abilities. Are you a motivator and influencer?

Innovator

An innovator is someone who has embraced the idea of doing things differently or that have never been done before and advocates for the tools and resources to challenge the status quo, push boundaries and achieve growth.

Self-awareness

Self-awareness is the conscious knowledge of one's own character, feelings, motives, and desires. Self-awareness helps you fine-tune your natural instincts when reacting to a situation. Maintaining a self-aware state of mind in the workplace allows for better relations with supervisors, project managers, and colleagues, ultimately creating harmonious environments.

Collaboration

Collaboration is the process of two or more people or organizations working together to complete a task or achieve a goal. Collaboration is similar to cooperation. Most collaboration requires leadership abilities and teamwork.

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Critical Thinking

The ability to engage in reflective and independent thinking with the self-confidence in one's own abilities to reason. Main characteristics included open-mindedness regarding divergent world views and flexibility in considering alternatives and opinions. Problem-solvers and decision-makers must be willing and able to think well.

Analytical

The ability to collect and analyze information, problem-solve, and make decisions - to quickly identify cause and effect relationships. For example, this means understanding what might happen during the problem-solving process and examining how new ideas relate to the original topic.

Cultural Competence

Cultural competence is the ability to understand, communicate with and effectively interact with people across cultures. Cultural competence encompasses being aware of one's own world view and developing positive attitudes towards cultural differences.

Teamwork

Demonstrates effectiveness as a team player and ability to give and receive constructive criticism, accept supervision, and resolve conflicts. Seeks to foster team trust, respect, and empowerment with teammate. Willing to established roles to support interconnected goals with positive outcomes.

Dependability

Dependable people can be relied on in any given situation. This can include anything from being punctual to keeping promises. Employers highly value dependable workers and trust them with important tasks and duties.

Active-listening

Active listening means listening to others with the purpose of gathering information and engaging with the speaker. Active listeners avoid distracting behaviors while in conversation with others. This can mean putting away or closing laptops or mobile devices while listening, and asking and answering questions when prompted.