

# Transferable Skills

## KEY SKILLS



Meet deadlines

Ability to plan

Results oriented

Supervise others

Increase efficiency

Organisation

Accept responsibility

Instruct others

Desire to learn and improve

Good time management

Ability to solve problems

Critical thinking

Independent working

Computer skills

Self-motivated

Take risks

Detail oriented

High energy

Decisive

Adaptable

Expressive

Transferable skills are abilities expertise or skills that can be used in a variety of roles or occupations. Through football, wider interest and other experience in your life, you will have acquired and developed a number of these skills. Have a look at the lists below which splits them into three categories – key skills, business skills and people skills.

**When reading through the lists, think about how you might have used these skills before.**

## BUSINESS SKILLS



Ability to delegate

Safety conscious

Social Media

Creative thinking

Classify data

Analyse information

Collect information

Negotiate

Coordinate events

Direct others

Explain things

Get results

Calculate

## PEOPLE SKILLS



Meet the public

Organise people

Trust people to work well

Team play

Written communication

Verbal communication

Body language

Motivate others

Inspire others

Lead people

Patient

Tolerant

Compassionate

Emotional intelligence

Empathetic

Caring

Challenge people

Kind

Take orders/instruction

Listen

Support others