

Armed with understanding what you have to offer, you will be equipped to apply your skills to a range of options.

Throughout your life you will have acquired a great number of skills in a variety of situations. Some skills will be specialist or technical and relate to a particular field of work, some are personal qualities that you may have, and others are more general skills that can be applied across contexts. In order to make effective career decisions for yourself, it is important to:

- understand what your skills are, and
- identify the ones you most enjoy using

Focusing on these helps you to identify your strengths. Once you have identified your strengths, you will then be able to:

- confidently tell others about them
- describe how you could apply them in a range of contexts
- actively build on your skills and strengths

It is important to spend time reviewing and identifying your particular skill set. Your mix of skills is the thing that will set you apart from others and is particularly important when applying for a change in role, a new role or looking at a complete change in direction.

**Transferable skills are those skills that can be usefully applied and adapted in a wide range of situations.**

**These skills make you marketable, ensure you remain employable and can open other possibilities.**

Whether you are a student, a parent, a paid worker, involved in sport, volunteering your time, or involved in many other experiences, you will have developed a wide range of transferable skills. Teamwork, communication, time management, creativity, problem solving, and many more skills, are gained in one setting and then “transferred” into another. When you understand what these skills are, how they can be applied in other contexts, and be able to confidently talk about them, you gain the power to market yourself for a range of possibilities – not just what you have always been doing.

**Here are some links to help you to identify your transferable skills:**

<https://www.careers.govt.nz/articles/your-transferable-skills-can-take-you-anywhere/>

<https://www.seek.co.nz/career-advice/transferable-skills-checklist>

<https://www.massey.ac.nz/massey/fms/Student%20services/Careers/Paper%20based%20inventories/Skills%20checklist.pdf>

**For support to help you work out positive strategies for your future, contact  
The Career Development Company at [connect@thecdc.nz](mailto:connect@thecdc.nz)**