

# KACIK CONSULTING SERVICES

Helping Leaders, Individuals and Teams  
Learn, Communicate & Connect



## Professional Growth Articles



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### *What are Your Transferrable Skills?*

February 2022



*Take Advantage of a  
**COMPLIMENTARY**  
COACHING SESSION!*

COMPLIMENTARY  
NO-OBLIGATION  
COACHING  
SESSION



**Whether you are contemplating how to move up in your current organization or possibly moving to another organization for your next role, research what skills are needed for the roles you may be exploring. Think about skills separately, however, from your subject matter knowledge and experience.**

Your subject matter knowledge and skills make take you far or they may not. Transferrable skills will always supplement your subject matter knowledge, and even better, transferrable skills also have the potential to take you to new or even higher level roles outside of your current subject matter.

**Whether you are an executive, manager or early in your career, Joy will help you:**

Get clear on your goals and direction

Recognize and capitalize on your strengths

Think through complex and sticky issues

Re-examine your perspective when

Oftentimes, leader level positions are very much about leadership and other transferrable skills even more than and completely apart from any specific subject matter expertise. For example, I work with two CEO's of hospitals. One started out as an engineer, the other as an accountant. I work with leaders who started in a wide range of backgrounds.

I also know that many folks struggle to see their own transferrable skills. If you want some help with that, reach out to me. I have developed great techniques for helping clients uncover strengths and skills they do not see in themselves.

## Let's look at a list of Transferrable Skills

For this article, I thought it could be helpful to list some of the kinds of transferrable skills that my clients have found helpful in job promotions and job searches. It certainly is far from all-inclusive. You have unique ones of your own. Don't let this list limit you!

Many of these are very general. What will really help you is to get specific about **HOW** you are good at a particular skill. For example, the first transferrable skill on the list is people management. To be more specific, here's a list of possible ways you might be a good people manager; motivating people, helping them grow, understanding their learning styles and helping them learn, building a strong team, helping people to collaborate, giving feedback, getting people to open up to know how to help them, communicating goals, etc., etc. Do you see what I mean? Dig deep to find **YOUR** transferrable skills.

Ready, here we go:

- People management
- Building strong teams
- Synthesizing complicated or extensive information into key bullet points which leaders need for their decision-making
- Ability to break down complex technical information into simple language and steps others can either understand or learn
- Ability to recognize and adapt to different learning styles
- Ability to recognize and adapt to different personality styles
- Ability to persuade and convince
- A knack for asking thought-provoking and pertinent questions no one else thinks to ask

appropriate

Create a plan you can confidently embrace to move forward

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*Actually,  
you are  
good enough.*

***Believing that YOU ARE good enough, is overcoming "the imposter syndrome".***

It takes work and effort sometimes. I have found that people tend to be harder on themselves than others and likewise, others see them as stronger with more skills than they want to believe of themselves. Believe in yourself!

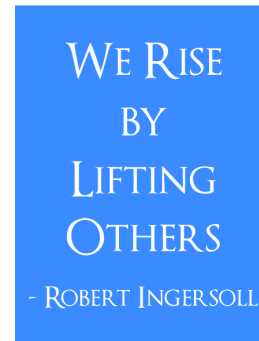
Here's a link to my article on the Imposter Syndrome: Click [here](#)

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- Organization
- Budgeting and financial abilities
- Time management
- Customer service
- Creativity in finding odd-ball, new or inventive solutions
- Language skills for clever and interesting ways to get people's attention
- Sales skills for connecting with prospective clients
- Business development
- Public relations
- Marketing skills
- Quick learner of...(processes, procedures, information, technology, etc.)
- Strategic thinker
- Ability to solve complex technology puzzles and create solutions
- Negotiations skills – seeing options for multiplying value for those involved which can help lead to agreements
- Ability to dip into the details and pull back up to 30,000 feet to see the big picture to assess and determine direction
- Motivating others
- Creating presentations
- Delivering presentations, public speaking
- Handling difficult conversations with favorable outcomes
- Delivering feedback so it can be well-received
- Developing and communicating clear expectations that drive results
- Ability to assess gaps between the goal and the present situation and what needs to change to hit the target
- Ability to facilitate meetings
- Ability to facilitate collaboration among people, teams or departments
- Ability to see ways to improve processes, procedures, etc.
- Ability to create a vision that people want to follow
- Ability to get other people on board with ideas
- Ability to recognize and capitalize on others' strengths

Being able to identify your own strengths and transferrable skills is a first step. Being able to “characterize” them and communicate them in ways that cause others to sit up and take an interest is a more difficult step. Getting attention in this way is what you need in order to move up or out or conduct a really successful interview. It also helps in drafting your resume and your LinkedIn profile. This is all help I am passionate about



***As I have already said, others often see our strengths more easily than we see them ourselves.***

So, when we tell others the skills and strengths we see in them, it lifts their confidence and helps them grow and become even better at those strengths. If everyone gets in the habit of doing that, it helps everybody!

I often used this as an assignment within my team of direct-reports. I asked each person to thoughtfully identify a couple strengths they saw in each member of the team. Then I asked them to deliver their messages in person. It had a profound effect on them individually, by hearing positive strengths their colleagues saw in them and it also had a huge team-building effect!



providing for my clients.

If you are working toward your next role, reach out to me for a complimentary call and explore the ways I can help you.

**Best of luck to you in finding your next role!**

**Try a *FREE, No-Obligation*  
Complimentary Coaching Session**  
Click [Here](#) to Contact Joy



**Joy Conley Kacik**

Joy is a conference speaker, team and leadership development consultant, customized trainer and facilitator and a Certified Professional Coach with expertise in personal career coaching, job offer and salary negotiations and executive coaching.

As an Insights Discovery® licensed practitioner, Joy provides clients the added value of the Discovery® Portfolio of tools when working with individuals, teams, leaders and organizations to create inspiring visions for collaborative, cohesive teams to produce superior results.

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***Yes, you have experience and you recognize that.*** Now, take it another step and catalog what you have actually **LEARNED** from that experience. In this busy world, when you do something successfully, the business of daily work and schedules often sweeps you right into the next task before you even have time to process what you did that made it a success and what you learned – things you want to remember to do in the future and things you learned not to do again and why. Processing your experience helps you uncover your strengths!

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