

Transferable Talents:

**Worksheet**

Your Strengths & Competencies

# Notes from presentation

One skill I learned I had or gained during COVID with an example.

(e.g., Ability to pivot and be resourceful: "I designed our curbside protocols and we were the first clinic on our area to offer drive through medicine.")

Transferrable Skills

List your top 3 things you are proud of professionally or personally:

1. Number 1:
2. Number 2:
3. Number 3:

Examples:

1. People in my workplace come to me to sort out conflicts all the time
2. I started a women's football team at veterinary school
3. Ran a craft fair in our community to raise money for a charity

## Example:

1. Fundraiser for a charity: The $4000 raised was the first time the organization had ever asked for donations in a campaign and run a social media campaign. I loved getting volunteers involved to help make the campaing more rich. The money raised in 1 day paid for 2 veterinary clinics to help 100 homeless people and their pets. Turns out I LOVE raising money for organizations I care about.
2. Medication control vet at Pan Am Games: I was the only woman on the veterinary commission during the Pan Am Games, and the only person under the age of 55. I was the youngest person to be selected to serve in this new role. I loved leading a team of testers and helping the competitors feel comfortable and less anxious about their tests by bringing order and consistency to the process, and firm kindness.
3. Taught a course at university agriculture college: I designed the course from the ground up and got to bring fresh ideas to a new course at the university using innovative techniques I described at a conference later. I enjoyed finding new ways to get ideas across, evaluate, and make the topic fun and "sticky". I loved connecting knowledge to make it practical for my students and creating relationships with them. One of my students works at VSGD now, 5 years after I taught her..

Your Turn: Accomplishment 1

Accomplishment 2

Accomplishment 3

Verbal Communications Public speaking

oral presentations Handle complaints Present ideas effectively

Persuade/influence others Sell ideas

Debate with others

Nonverbal communication Listen carefully/attentively Convet positive self image

Use body langague to make others comfortable

Develop rapport with groups Establish culture of respect, psychological safety

Model behabviour or concepts

Written Communication Write technical reports Write fiction

Write grant proposals Write copy for sales/ads Edit and proofread

Demonstrate expertise in grammar, language style

Use technology platforms (MS word etc)

Write case studies/ treatment plans Take complext information and translate to the audience

Analyze

study data for meaning Coding

Analyze quantitative or qualitative data Write analysis of study and research Compare and evaluate multiple sources of information

Apply curiosity

Use technology for statistical analysis Investigate clues

Formulate insightful questions

Research

Identify appropriate information sources Search written, oral and technological information

Interview primary sources Hypothesize and test results Compile data

Patiently search hard to find info Gather info from a variety of sources

Plan and organize

identify and organize tasks

Coordinate people, activities, and details Develop a plan and set objectives

Set up and keep schedules

Develop realistic goals and action to attain them

Anticipate problems

Greate guidelines for implementation Create efficient systems

Train/Consult

Teach, advise, consult, empower Coach,

Conduct needs assessment

Develop educationalcurricular plans Facilitate meetings, groups

Explain difficult ideas/concepts Assess learning styles and respond accordingly

Counsel and serve

Counsel and advise others Care for and serve people

Rehabilitate processes, people, issues demonstrate empathy, sensitivity, patience

Help people make their own decisions Mediate peace between conflicting parties

Coach, guide, encourage individuals to achieve goals

Facilitate self-awareness in others Knowledge of self-help theories and programs

Interpersonal relations

Anticipate needs and reactions Express feelings appropriately Encourage, empower, advocate

Create positive, hospitable envoronment Adjust plans for unexpected Communicate with diverse groups

Listen carefully

Leadership

Envision the future Develop strategy Establish policy Motivate/inspire

Set goals and determine course of action Negotiate terms and conditions

Develop and mentor

Take risks, make hard decisions, be decisive

Encourage use of technology or new modalities

Create innovative solutions to complex problems

Manage personnel

Foster sense of ownership in employees

Delegate responsibility Evaluate performance Lead meetings

Lead teams

Facilitate conflict management Use technology to facilitate management

Provide training

Project management Observe problems

Evaluate the problem and gain agreement from a group

Seek support from leadership Define project

Evaluate and manage risk Manage contractors Manage budget

Deliver results on time

Financial

book-keeping

Financial planning an budgeting Measure metrics

Appraise costs Negotiate with suppliers

Create and Innovate

Visualize concepts and results Communicate with metaphors Brainstorm with a group Create images

Graphic design

Self-management resilience active learning stress tolerance flexibility

I"[Action word] an initiative/project to [outcome or result] using [skill 1], [skill 2], [skill 3], to deliver [result].

Looks like:

"Designed new course materials and structure for third year agricultural course using dynamic presentation skills, development of course materials, and graphic design to deliver 6 hours of contact time per week."

"Established policy and trained team for COVID protocols at clinic through conducting a needs assessment, technical writing, and oral presentations to deliver training resulting in the first clinic in our area to provide curbside medicine."

Your Turn:

"I really enjoyed [result you delivered] at [workplace]. I felt so gratified to [thing you loved about accomplishment] and it also provided [tangible result]"

"[Verb ending in ing] this [project] for [workplace] involved a lot of [transferrable skill], and I loved every minute of it because [impact]."

Looks like:

"I really enjoyed starting M and M rounds in BestVet Practice. It was so gratifying to help my team continually improve and it resulted in a 10% reduction in mortality."

"Delivering a workshop to my team on communicating to distraught patients at VetsLovePets involved a lot of educational design skills, and emotional intelligence, and I loved every minute of it because my team reported feeling so much more confident in speaking with clients who were angry, upset. We also haven't had a bad online review since this date."

Your Turn:

What's one action you'll take this week, even though it's close to Christmas?

Make it realistic and achievable.