**Identifying Transferable Skills – Part One**

If you also want to change careers; a simple way to start is to list items in key areas:

1 — The things you love to do

2 — The aspects you are good at

3 — Your personal qualities

4 — Your specific work experience

5 — The dream organisations you would want to work for

Then write down how 1+ 2 + 3 + 4 are transferable to the organisations you are targeting (5) with speculative approaches. The idea of the exercise is to understand the organisations you are targeting and what strategic value you can offer them.

Credit: Guardian Newspaper – 27.10.17 Elizabeth Bacchus, Career Coach

**Identifying Transferable Skills – Part Two**

If you are still having difficulties in identifying what you think you are good at and what you think your personal qualities are, the following further exercise has proved useful when working with our coaching clients who have been looking to change careers and identify their core skill set and expertise in both their working and personal lives:

* Think about the successes you achieved in your previous roles. How were these achieved, what steps did you undertake to reach your goals and how did you implement these?
* How did you problem solve and overcome challenges that arose during the process?
* What personal qualities played a part in you reaching these achievements?
* Were these successes as part of a team, if so, how did you get everyone on board, supporting and motivating them to share the common goal?
* How goal orientated are you and what key skills have you brought to the fore in reaching your personal milestones?
* How do you create a balance between your personal and work life?
* What things are you truly passionate about?

Next, to help Alex develop a your successful career change campaign, I focused on her areas of personal interest, the life/work balance she was now aiming for and fulfilling her need of doing something for the greater good. We then packaged together her transferable skills, which included her ability to meet ever changing needs, excellent communication and interpersonal skills, a well-honed resilience working within time-critical environments, a persuasive and confident nature, extensive knowledge and business contacts within blue chip organisations

We focused on common denominators which would package well to prospective employers, in particular the charity sector which Alex was now sure she wanted to move into. In Alex's case, these key skills were perfect in marketing herself to charities for corporate fundraising roles. So, she was able to target the charities she most wanted to work for and cold prospect her wish list.

Alex made a decision to change; planned a step-by-step route to that change — incorporating specific goals and a time plan — and then executed all of these to reach a successful outcome; being offered her "dream job" at a leading UK charity.

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