

It's all about
DAIRY



Transferable Skills

- **Interpersonal skills:** the ability to work with all different types of people, show respect, listens well.
- **Self-motivation:** being able to work on your own and manage your own time without being told.
- **Willingness to learn:** happy to take on new challenges with enthusiasm and a positive attitude.
- **Teamworking skills:** working in a group, recognising strengths and using this knowledge to ensure better results.
- **Leadership skills:** working with a team confidently to encourage them to work together to achieve a goal.
- **Communication skills** - written and verbal: this means the ability to get your point across to the person(s) you are talking or writing to.
- **Problem solving skills:** recognise a problem break it down and find a solution
- **Innovation and creativity:** coming up with new ideas.
- **Organisational and planning skills:** being organised, planning well and thinking ahead.
- **Time management skills:** prioritizing your time to ensure the most important things are given the most time – but not forgetting the smaller tasks and giving them appropriate time.
- **Attention to detail:** paying attention to tasks you carry out.
- **Flexibility:** being open to new processes and changes.
- **Commitment:** being dedicated to the business / organisation and/or the task.
- **Reliability/dependability:** you can be counted on to reach your targets.



Community Council for Somerset
Supporting Action in Your Community



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