**Skills you use**

**every where**

**You want to join a Board**

You need to write about your skills.

There are the skills to do your job. Like

* the steps to make a cake
* the steps to write a plan.

**But**

You have lots of other skills too. You use these skills

* in your job
* in your local area
* with your family
* with your friends.

Think about all the things you do in your life.

Tell the Board what you do

1. When you work with other people. Like
* listen to what people say
* ask what people think.

They are called **interpersonal skills.**

1. To find out more information. Like
* do you ask lots and lots of questions?
* do you look for information from other places?

We all do this differently. That is ok. The Board need people who are different. It is called your **communication style.**

Tell the Board what you do.

1. To listen to other people. Like every person has a turn in making a plan. This is also called

**active listening.**

1. ****To work well with other people. Like
* meet in a group
* ****meet with just one person at a time.

This is also called **collaboration.**

Tell the Board what you do

1. ****To understand other peoples view. Like
* you are in a wheelchair
* another person is blind.

You listen to the person who is blind.

It helps you understand how he may do things

in a different way.

**And**

* you are also a boss. You know it is important that the job gets done on time. You need to understand what a person needs to do the job.

This is called **empathy.**

Tell the Board what you do

1. To make choices based on what you believe. Like

Every one gets a fair go.

So all the men can try to do a new task.

All the women can also try to do the new task.

This is also called your **integrity.**

1. To change some of your decisions to fit with the

rest of the team. This is called **compromise.**



1. When you want to find out more
* in a meeting
* a new idea.

This is also called **curiosity.**

1. When you do **not** agree with the decision a

group makes. Tell the Board how you let others know you do **not** agree.



You can say how this makes you feel. You may say you feel brave. It is also called **courage.**

1. To get some one to change their mind.

 You also need to listen to the other side.

 This is called **flexibility.**

1. To be a leader. Think about how you do good things
* at work
* in your local community
* at home.

This is called **leadership.**

**More information**

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