

**Skills you use
every where**



You want to join a Board

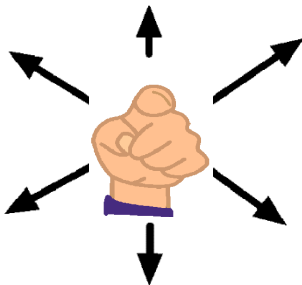
You need to write about your skills.

There are the skills to do your job. Like



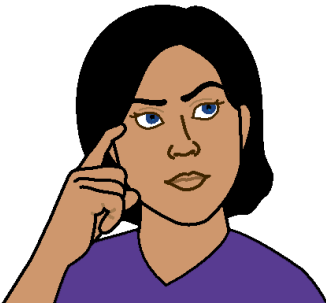
- the steps to make a cake
- the steps to write a plan.

But



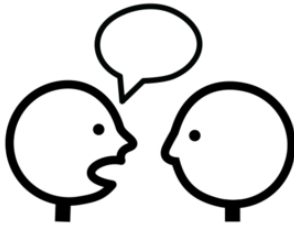
You have lots of other skills too. You use these skills

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



Think about all the things you do in your life.

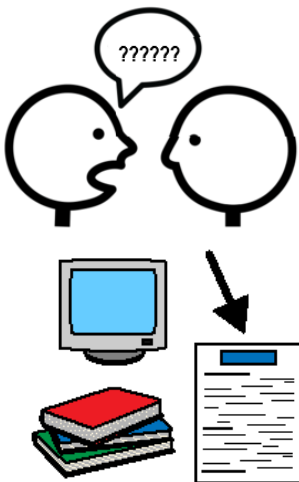
Tell the Board what you do



1. When you work with other people. Like

- listen to what people say
- ask what people think.

They are called **interpersonal skills**.



2. 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.



3. To listen to other people. Like every person has a turn in making a plan. This is also called **active listening**.



4. 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



5. 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.

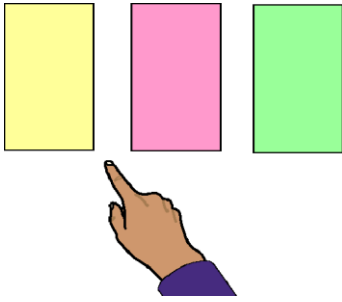
And



- 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



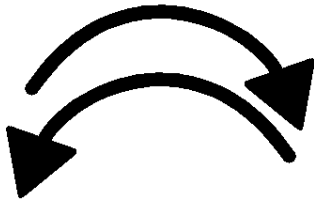
6. To make choices based on what you believe. Like

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**.



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

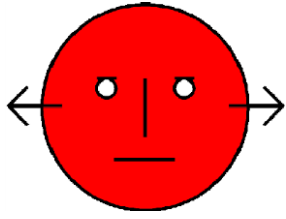
rest of the team. This is called **compromise**.



8. When you want to find out more

- in a meeting
- a new idea.

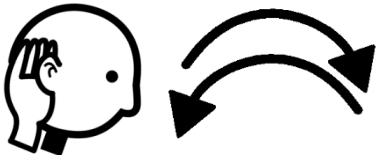
This is also called **curiosity**.



9. 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**.



10. To get some one to change their mind.
You also need to listen to the other side.
This is called **flexibility**.



11. 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



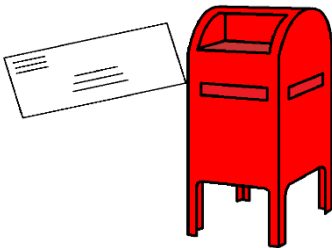
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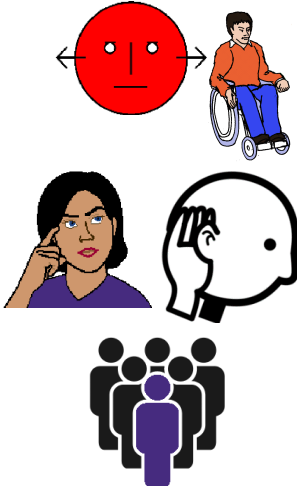
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Images

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This fact sheet is based on the Disability Leadership Institute fact sheet How to describe your transferable skills. June 2020.



Access Easy English wrote the Easy English.

June 2020.