

## Practical and Transferable Skills

There are four important skills that a graduate must master for a successful career. They are critical analytical, practical and transferable skills. The first two are cognitive and analytical skills and are discussed in my earlier blogs. In this article, I would like to emphasise students about the importance of practical and transferable skills.

**Practical skills** can be defined as the ability of an individual to perform and (or) apply things learnt in theory or known theoretically and put them to practice in the field or in various situations. Practical skills are acquired through training. Training has specific goals of improving one's capability, capacity, productivity and performance. Training is often a continuous process that needs to be adopted by a professional to upgrade and update skills throughout working life. People within many professions and occupations may refer to this sort of training as professional development. More than 30-50% (depending on the course) of the time of in a course is spent on training students on practical skills in the University to prepare graduates for professional practice. The University imparts all such training in a structured way formally.

**Transferable/employable/capability** skills are the general abilities anybody develop that are useful **across a range of different jobs and industries**. They might be role-related, technical or general. Remember, most working people will make numerous career changes during their lifetime. **Having these skills will make the difference between getting the job or not; getting the pay raise or not; getting the promotion or not.**

The ten important transferable skills are communication skills, teamwork skills, time management skills, problem solving skills, organisation skills, learning skills, computer skills, listening skills, creativity skills and leadership skills.

One needs to exploit every opportunity that he/she come across in day to day life and develop these skills as they go a long way in shaping one's career. However, the University's student placement, welfare and career advice department may organise special training sessions to create awareness on development of such skills.

The following collage illustrates transferable skills.



Many a times, we wish to become someone without laying the essential foundations that are necessary for our growth failing which all our wishes end up in miserable disappointments. I hope combined reading of all the blogs help you to build a sound successful yet an enjoyable student career.

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