

transferable skills in volunteering

We believe that volunteering can help people gain new skills and can help focus on polish the existing ones. These transferable skills can make you a better candidate for future employment or education opportunities. Volunteering can show a person is proactive, willing to learn new things, flexible and adaptable. It also shows that you are willing to commit to a responsibility and see it through. Most employers look for these qualities in their potential employees.

We can divide the potential transferable skills that you can gain by volunteering into four categories.

Applied/Practical Skills

a. Advanced Writing Skills

- Communicating in writing for maximum impact.
- Ability to organise key ideas.
- Ability to edit a written text to ensure that the message is clear and to the point.

b. Research Skills

- Finding and collecting relevant background information for a piece of work.
- Ability to define clearly a topic.
- Ability to write summaries. Attention to detail and observational skills.

People Skills

a. Interpersonal skills

- Interacting with people from a range of backgrounds.
- Knowing how to express feelings sensitively and appropriately.
- A good listener.

b. Oral Communication Skills

- Can discuss and present information and ideas clearly according to the audience's requirements.
- Presenting ideas and opinions in an open and objective way.

c. Public Speaking Skills

- Able to make formal but accessible presentations and speeches.
- Well-poised and amiable self-presentation

d. Mentoring Skills

- Ability to give advice on a range of issues.
- Giving constructive feedback.
- Helping others realize their potential.
- Sensitive and empathetic
- Helping individuals develop positive attitudes.

e. Teaching/Training Skills

- Ability to help others gain skills and knowledge in a chosen field.
- Ability to motivate and inspire people.
- Ability to reach out to an audience and make an impact.
- Ability to create a positive learning environment.

f. Customer Service Skills

- Building a relationship of mutual trust with customers.
- Ability to understand or empathise with customers.

Cognitive Skills

a. Critical Thinking Skills

- Ability to analyse different concepts and make objective decisions with clarity, accuracy and fair-mindedness.
- Ability to read between the lines.

b. Problem Solving Skills

- Ability to understand a problem, evaluate options and recommend and deliver viable solutions

c. Planning Skills

- Planning projects and events.
- Designing a logical plan including realistic timetables and schedules to achieve a goal.
- Establishing objectives and needs.
- Analysing all aspects of a situation and finding ways to reach the desired outcome

d. Organisational Skills

- Ability to organise a range of information in a systematic way.
- Ability to recognise potential and co-ordinate existing resources.
- Establishing priorities and meeting deadlines.
- Monitoring progress.

Adaptability Skills

- Adapt and work well in changing situations.
- Flexibility to adapt new situations and requirements.
- Optimistic attitude towards change