



# Transversal Skills

Transversal knowledge, skills and competencies are relevant to all occupations and sectors. Often referred to as core skills, basic skills or soft skills, are you aware of all the skills that you have?



## Leadership

Deciding schedules / deciding specific tasks / deciding on budget / deciding what will be produced / making decisions / supervising / guide or advise others about their work / monitor the performance of others / set the type, amount and deadlines for the work of others.

## Problem Solving

Organise schedules / share information / arrange meetings / new ideas / judge risks.

## Communication

Regularly communicate with line manager or supervisor / regularly communicate with a number of people / communicate with customers and clients / communicate to get advice or help / give presentations.

## Interpersonal

Decide the amount of work you are doing / set the type of work you need to do / Set when to do various tasks / have a positive attitude.

## Team Work

Plan with other people / deliver work with other people / contribute towards other people's work / listen to what others have to say.

## Evaluation

Decide how good work is / sign off work as complete / reflect on how good work is / make sure work meets the standards of the customer or client / work meets the standards of employer / work meets the standards of the team.

Many of these skills go across platforms and are needed in more than one area of work.



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