



## THE 10 “C’s” of Soft or Transferrable Skills

**Skills** are specific tasks that students learn in a post-secondary program—skills that students must master to graduate. However, in the world of work today it’s also become essential for students to develop **“Soft” or “Transferable” Skills** as part of their post-secondary learning experience.

These are skills and attributes that employers today are seeking, and their hiring decisions are being influenced by the ability of applicants to demonstrate such skills. Many of these skills are ones that students must make an effort to acquire; they aren’t necessarily taught. That said, they can be developed and enhanced through many different ‘experiential’ learning opportunities that are open to students as part of their post-secondary experience.

Soft skills include those developed in academic courses that require students to work together, be creative, do research, and write—all of which are also identified as values of a Liberal Arts degree. Students should also take advantage of volunteer opportunities, leadership development programs, co-operative education, Study Abroad experiences, intercultural activities and many other things that develop soft skills and enhance their total post-secondary learning experience.

### THE SKILL

### WHICH MEANS YOU HAVE THE ABILITY TO

COMMUNICATE

Read, Write, Discuss and Make Presentations

COMPREHEND

Read, Listen and Understand complex material

CALCULATE

Basic Math and Logic; solving number problems

COMPUTERS

Technical Literacy; Understanding applications

COLLABORATION

Working together; Knowing when to ask for help

COMPASSION

Helping and caring about others around you

CUSTOMER ORIENTATION

How you treat people; a service mentality

GLOBAL PERSPECTIVE

Political; Environmental; Economic; Social

CREATIVE & CRITICAL THINKER

Problem solving; Challenges and Alternate ideas

COMMITMENT

Self-discipline; Work Ethic; Time Management

CURIOSITY

Wanting to know more; Research oriented

COMMITTED

Following through; Loyalty; Trustworthy