

Assessing Your Skills

Use the tables on the next pages as a guide to identify your transferrable skills gained in each of your previous roles. For each one, breakdown your tasks, responsibilities and skills gained - try to think of at least 10. For every one of those, identify a transferable skill that would be of use within pharma or med devices.

# Here are a few ideas of areas to consider:

* Protocols you followed and how you reported
* Responsibilities you took on - examples of decision making or setting priorities
* Team working
* Leadership - management or supervisory responsibilities
* Opportunities you took to learn - courses and qualifications
* KPIs (Key Performance Indicators) and results - any targets or goals you were set and how you did against them
* Other people you came into contact with - suppliers, customers, partner organisations
* How you communicated with other people - email correspondence, conference calls, multidisciplinary staff meetings
* IT systems used
* Analysis and problem solving - did you spot a new way to do somethings? A process to streamline?
* Things you had to organise - systems you put in place or identifying new ways of doing things
* Troubleshooting or handling complaints
* Change management - showing you can adapt and thrive, adapting to new technology
* Time management and organisation

**As someone reskilling you should also have several previous examples that show:**

* Learning
* Adapting
* Thriving in new environments
* Seeking new skills and opportunities

|  |  |
| --- | --- |
| **Previous Role 1 - Job Title:** | |
| **Task / Responsibility / Skill** | **Transferable Skill** |
| i.e. responsible for mentoring new technicians | i.e supervisory experience |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Previous Role 2 - Job Title:** | |
| **Task / Responsibility / Skill** | **Transferable Skill** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Previous Role 3 - Job Title:** | |
| **Task / Responsibility / Skill** | **Transferable Skill** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Previous Role 4 - Job Title:** | |
| **Task / Responsibility / Skill** | **Transferable Skill** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |