

Transferable Skills

Tips & Tricks

Parts I & II
Dirk Spencer Senior Recruiter

Part I



Part II



Part I

Transferable Skills: Sources

Work

Life

Training

Transferable Skills: Categories

Hard

Soft

Technical

Transferable Skills: Goals

Company

Position

Industry

Transferable Skills: Criteria

Intersection

Complement

Overlap

Transferable Skills: Barriers

Time

Money

Access

Transferable Skills: Check Your Boxes

Work <input type="checkbox"/>	Hard <input type="checkbox"/>	Co. <input type="checkbox"/>	Inter- Section <input type="checkbox"/>	Time <input type="checkbox"/>
Life <input type="checkbox"/>	Soft <input type="checkbox"/>	Position <input type="checkbox"/>	Complement <input type="checkbox"/>	Money <input type="checkbox"/>
Training <input type="checkbox"/>	Tech <input type="checkbox"/>	Industry <input type="checkbox"/>	Overlap <input type="checkbox"/>	Access <input type="checkbox"/>

Sample: Check Your Lists 1 of 2:

Skills

Hard

Soft

Technical

1. Accelerated Knowledge Acquisition

X

2. Analysis

X

X

3. Collaboration

X

4. Communication

X

5. Critical Thinking / Logic

X

X

6. Detailed

X

7. Flexible (EQ)

X

8. Interpersonal

X

9. Leadership

X

Sample: Check Your Lists 2 of 2:

Skills

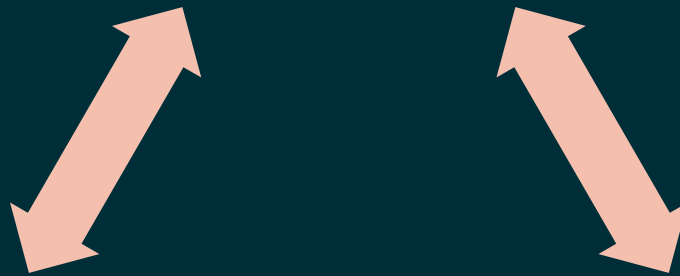
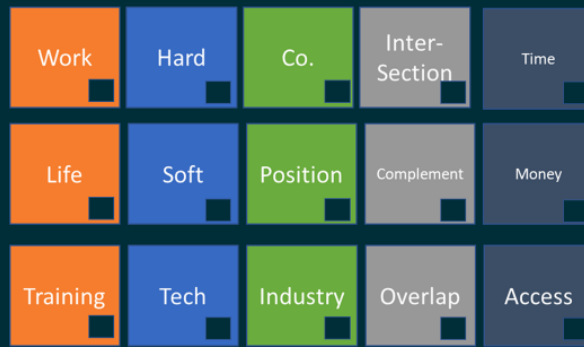
Hard

Soft

Technical

1. Networking		X	
2. Presentation		X	
3. Problem-solving	X	X	
4. Project Management		X	X
5. Research	X		X
6. Teamwork		X	
7. Technical (PC/Mac/Google)			X
8. Time Management		X	
9. Writing	X		

Transferable Skills: Check Your Boxes



Sample: Check Lists 1 of 2: Skills

	Hard	Soft	Technical
1. Accelerated Knowledge Acquisition	X		
2. Analysis	X		X
3. Collaboration		X	
4. Communication		X	
5. Critical Thinking / Logic	X	X	
6. Detailed	X		
7. Flexible (EQ)		X	
8. Interpersonal		X	
9. Leadership		X	

Types of Evidence Lists 2 of 2

- List of books read within a specified time frame, author, summaries posted
- Certificates of completed courses, vendors, originators, instructors, associations
- Reports or papers analyzing data, case studies, published (blog/journals/articles)
- Projects that showcase data analysis techniques (data sets)
- Collaborative project plans, feedback from teammates on collaboration skills
- Conference presentations, publications, reviews, connections
- Writing samples that showcase effective communication skills
- Problem sets for critical thinking or known paradoxes
- Exercises that demonstrate critical thinking abilities, academic papers that utilize critical thinking skills
- Logic, Fallacy, Paradoxes
- Reports or papers with a high level of detail
- Quality Assurance reviews of documents
- Examples of adapting to new situations or unexpected changes, feedback from colleagues
- Supervisor / Manager / Executive documentation/introduction on adaptability



Clues to Your Transferable Skills



Transferable Skills Energy Check



Skills Tolerance Inventory



If it is not a clear "Yes"

- then it is an "No"



Some Words About HR

HR Terminology to Know: Stage of Life

- Front of Career: Typically your 1st job or a recent graduate
- Back of Career: Has multiple companies / previous work experience
- Re-Entry: Previous experience with a career break (sabbatical)
- Boomerang: Returning to a previously employer or company

Key Take Away:

- Own your stage of life and make no apologies for it

Skill Clues

Skills Inventory: Professional Deep Dive

- Certifications
- College Courses
- University Degrees
- Adult Education
- Skills Based Membership
- Online Training
- Seminars / Events
- Lunch and Learns

Skills Inventory: Personal Deep Dive

- Family Budget
- Organizational Skills
- Public Speaking
- Volunteerism
- Ecumenical Affiliation
- Political Association
- Hobbies

Focus on Strengths

- Yields the greatest ROI to effort

Key Take Away

- *The hyper-successful always train to their strengths*

Part II



Incredible Talent

Incredible Talent Checklist

- Relevant
- Identifiable
- Self-Evident
- Scalable
- Niche
- The "Doing" energizes you

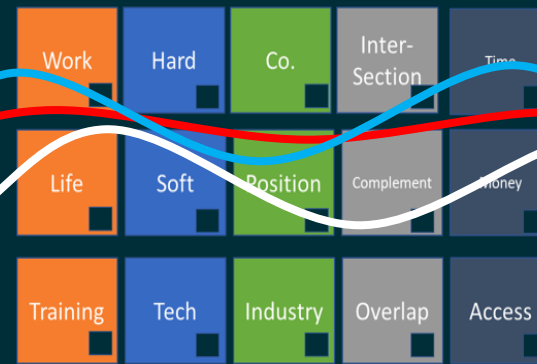
Incredible Talent Transcends Domains

Hard/Soft/Technical

Check Boxes

Evidence

1. Accelerated Knowledge Acquisition	X		
2. Analysis	X		X
3. Collaboration		X	
4. Communication		X	
5. Critical Thinking / Logic	X	X	
6. Detailed	X		
7. Flexible (EQ)		X	
8. Interpersonal		X	
9. Leadership		X	



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Your Incredible Talent Cannot Be...

Vague

Unexplainable

Confusing

Finite



Incredible Talent Should Feel Like This:

Harry Blackstone, Jr. (Magician) told me:
"I cannot remember not knowing how"



The Bad News...

Transferable Skills are Not...

... a substitute for experience

The Good News...

*You Are Not Selling Transferable Skills
You Are Sharing Your Incredible Talent*

This Requires Deep Self-Awareness

You cannot be delusional

This Requires a Portfolio of Evidence

(You cannot faked it)

Portfolio Notes to Add

- Evidence
- Witnesses
- Portfolio of content by each platform being used

Be Proud of Your 'Now'

You work in the present

You Are the *Solution*

Act Like It!

The Opportunity You Want

- Is the opportunity that values your lack of experience

Key Take Away

- *Incredible Talent is the bigger win for them (right now)*

Master the Art of the Share

(Creating Your Portfolio)

Your Portfolio Provides Evidence of:

- Interest
- Intent
- Commitment
- Content
- Values
- Purpose

Where to Start

Identify In Demand Market Skills

- Use Generic Job Titles When Research Jobs & Job Families
- Group Jobs with Similar Skill Sets
- Notice Patterns in the Skills Being Sought
- Notice Which skills Are Not Mentioned

Key Take Away

- *Listen, hear, see, feel what aligns to your current inventory*

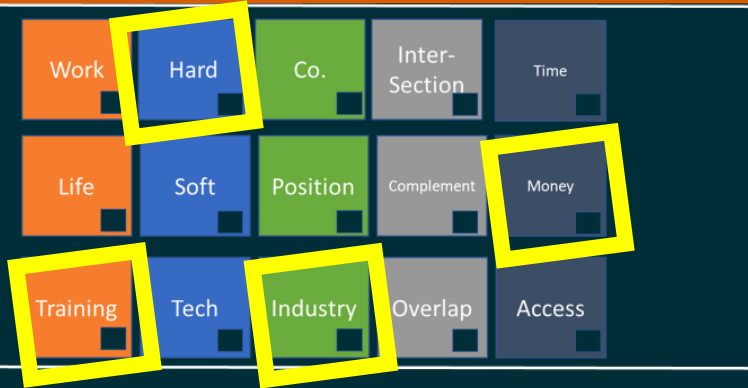
Aces Over Jokers Niche It or Nothing



Incredible Talent Need To Niche

☐ Niche within a Niche

Transferable Skills: Check Your Boxes



Which Niche?

You Pick!

Sample: Check Lists 1 of 2: Skills

	Hard	Soft	Technical
1. Accelerated Knowledge Acquisition	X		
2. Analysis	X		X
3. Collaboration		X	
4. Communication		X	
5. Critical Thinking / Logic	X	X	
6. Detailed	X		
7. Flexible (EQ)		X	
8. Interpersonal		X	
9. Leadership		X	

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Experience Expires

Pick a Dream Worth the Sweat Equity

Your POV: Historian / Reporter / Teacher

- Know the “how,” “when,” and “why” things changed
- Draw insights by
 1. Industry Specifics
 2. Merger and Acquisitions
 3. Political Events

Key Take Away

Your POV is your proof you are serious about your talent

It demonstrate interest in the skills

It showcases wisdom from knowledge, knowledge from data

Personal Branding Creates Your Portfolio

- Create an online presence on the platform that fits your target job
- Network with peers, potential bosses and people you can mentor
- Participate in ways which make your expertise obvious to others

Key Take Away

Virtual and in-person networking remains the number way to find employment opportunities.

Once people “think” they “know” your brand, it is easier for them to recommend you to their network.

Networking Matters Because

- Build Name Recognition
- Branding Your Who-Is Factor
- Social Proof
- Meet the Gurus / Authors / Speakers
- Attend the Associations / Companies

Key Take Away

- *Your virtual commentary and profile is your "business card"*
- *Mind the social conventions of your platform*
- *Mind the preferences of those you connect*

20 Hours / 400 Words

Deciding on Your Niche

Speak & Write Like They Do

Find “current” experts discussing your target experts who are:

- Widely quoted
- Author of peer reviewed material
- Speaker at industry events
- Instructor or professor teaching the target area
- 400 words

Key Take Away

- *You need the Lexis not the Lexicon to start the journey*

Confidence Comes From Execution

- Stop Talking
- Start Doing
- Fail Faster
- Repeat

Key Take Away

Your journey starts "here and now" no excuses

Your "now" is needed by someone "out there, waiting"

No one ever landed a job through excuses

Execution breeds confidence in yourself and those observing you

Antidote to Rejection: "NEXT!"



Said Out Loud

– Your ears need to hear you

Using “NEXT!”

- *NEXT!* who else should I speak with
- *NEXT!* what else can I research
- *NEXT!* where can you engage a new audience
- *NEXT!* When does it make sense to execute your next move

Key Take Aways

- *Action cures rejection and doubt everytime*

Building Your Road Map

Master the Transferable Skills Gaps:

- What is the gap?
- Is it small enough to fix?
- Is it really relevant to your goals?
- Is there a better one to focus on?

Roadmap



Some Words About Networking

Networking is the #1 Path to a New Job

Name Recognition is #2

Roadmap: LinkedIn

- View & Follow Profiles
- Connection Requests
- Accept Requests
- Follow Companies, Authors, Employees, Executives
- Post, Re-Post
- Share, Re-Share
- Write Posts, Shares
- Always Comment (then hit the like button)

Roadmap: Fiverr

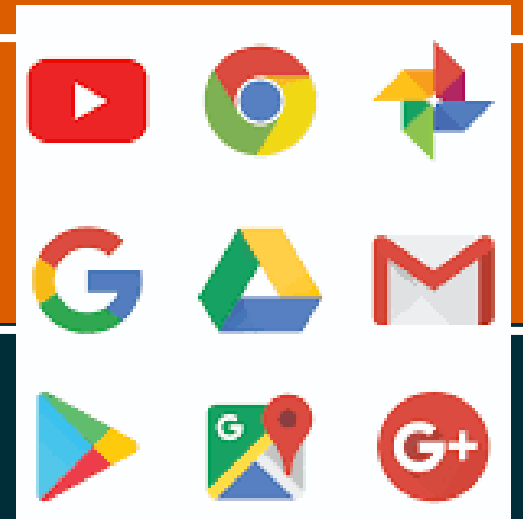
- Read profiles of people doing what you want to be doing
- Do an inventory of services being offered
- Notice what is NOT being offered
- Spend \$5.00 and ask them how and where they started
- Hang your shingle and cross promote it on Facebook
- Open an LLC based on your target, use legal help for this one

Fiverr Competitors

1. Upwork
2. Freelancer
3. Guru
4. PeoplePerHour
5. Toptal
6. 99designs
7. TaskRabbit
8. Freelance.com
9. SimplyHired
10. CrowdSPRING

Roadmap: Free Training

- Operating Systems for Mac / PC / Linux
- Microsoft Office Tools
- Google Workspace
- Open Source Alternatives to Paid Software
- Local Area Networking
- Sales
- Job Titles



Roadmap: Research Skills

- Internet Search Engines (Bing, Duck, Google...)
- Peer Reviewed Research
- Source Data (Origination Point)
- Dot Gov Data & Policy Sources
- Academic Databases
- Medical Research

Boolean

SQL

Symantec

Prompt

Roadmap: Continuing Ed

- Continuing Education
- Community College
- Massive Open Online Course (MOC)
- College Catalogs
- Curriculums
- Course Outlines
- Table of Contents
- Glossary Hubs
- Free Vendor Training

Roadmap: Self Guided Learning (Udemy)

- Continuing Education
- Audit College Courses
- Massive Open Online Course (MOC)
- College Catalogs
- Curriculums
- Course & Certification Outlines
- Table of Contents
- Glossary Hubs
- Teaching Marketplaces (Udemy)

Udemy Competitors

- Skillshare
- Coursera
- MasterClass
- Pluralsight
- LinkedIn Learning
- CreativeLive
- edX
- Codecademy

Roadmap: Image Searches



Thank You

Attendee Feedback

Excellent presentation by [Dirk Spencer](#)! The best presentation I have seen on how to set yourself up for success during your job search.

Thank you for the presentation! It was very informative and learned a lot in that hour time frame. I

Thank you for speaking to our chapter, Dirk! Your presentation was absolutely marvelous!

I enjoyed your talk. Thanks, Dirk!

Hi Dirk, great presentation on "Transferable Skills"! Thanks for sharing!

Great presentation at IIBA OC!
Thank you!

Thanks, Dirk. This was a very useful presentation. Timely

Dirk Spencer Contact Information

LinkedIn Open Networker



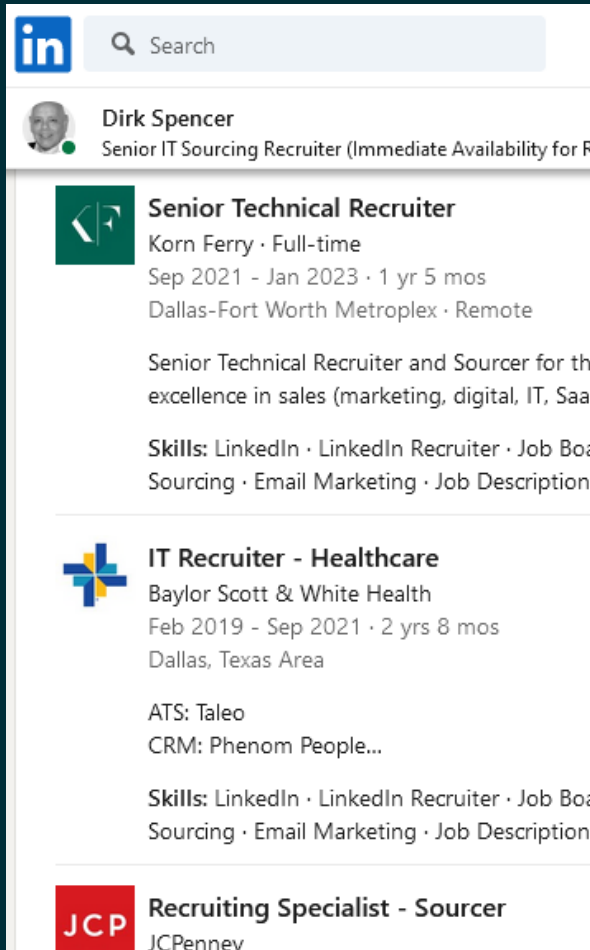
DirkPMP@Yahoo.Com



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Connect on LinkedIn: "Open Networker"



in Search

Dirk Spencer
Senior IT Sourcing Recruiter (Immediate Availability for R

Senior Technical Recruiter
Korn Ferry · Full-time
Sep 2021 - Jan 2023 · 1 yr 5 mos
Dallas-Fort Worth Metroplex · Remote

Senior Technical Recruiter and Sourcer for th
excellence in sales (marketing, digital, IT, Saa

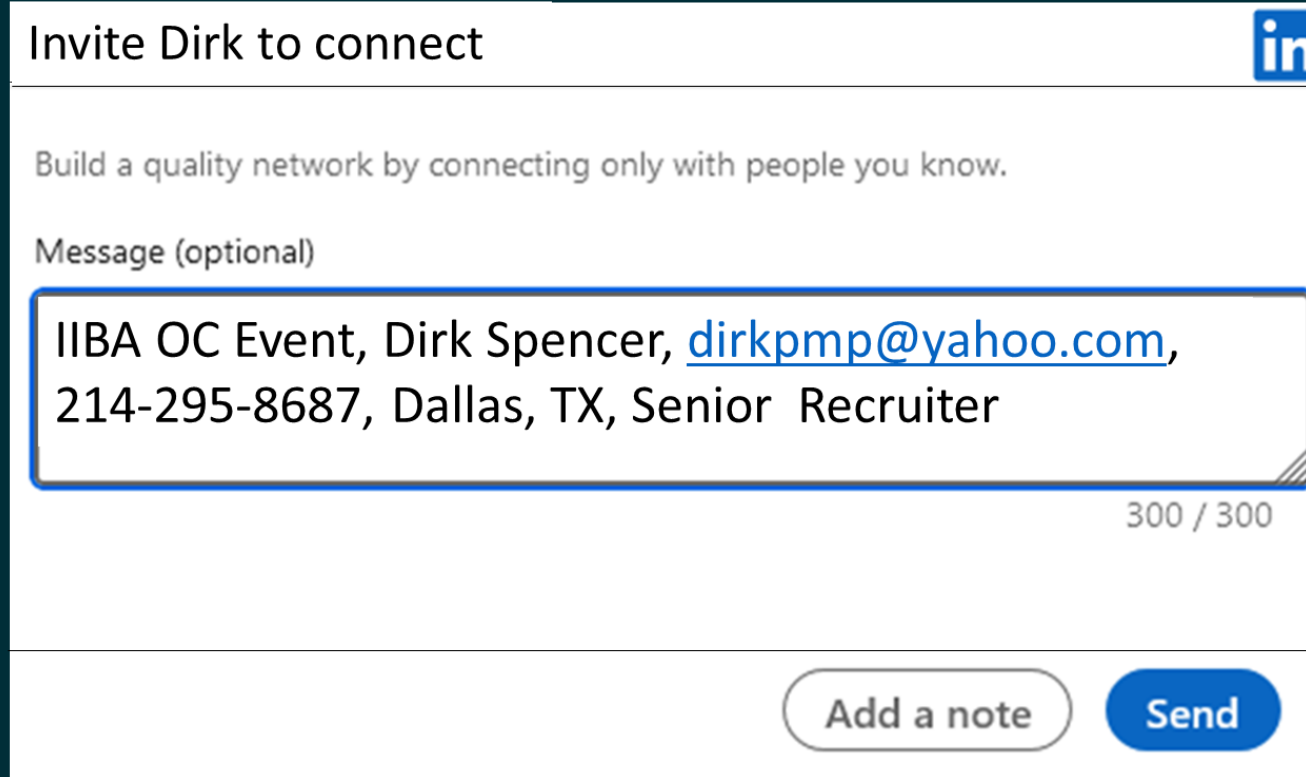
Skills: LinkedIn · LinkedIn Recruiter · Job Boa
Sourcing · Email Marketing · Job Description

IT Recruiter - Healthcare
Baylor Scott & White Health
Feb 2019 - Sep 2021 · 2 yrs 8 mos
Dallas, Texas Area

ATS: Taleo
CRM: Phenom People...

Skills: LinkedIn · LinkedIn Recruiter · Job Boa
Sourcing · Email Marketing · Job Description

JCP Recruiting Specialist - Sourcer
JCPenney



Invite Dirk to connect

Build a quality network by connecting only with people you know.

Message (optional)

IIBA OC Event, Dirk Spencer, dirkpmp@yahoo.com,
214-295-8687, Dallas, TX, Senior Recruiter

300 / 300

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The Candy

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"The One Interview Question"
-
63 Experts & Their One Go-To Question
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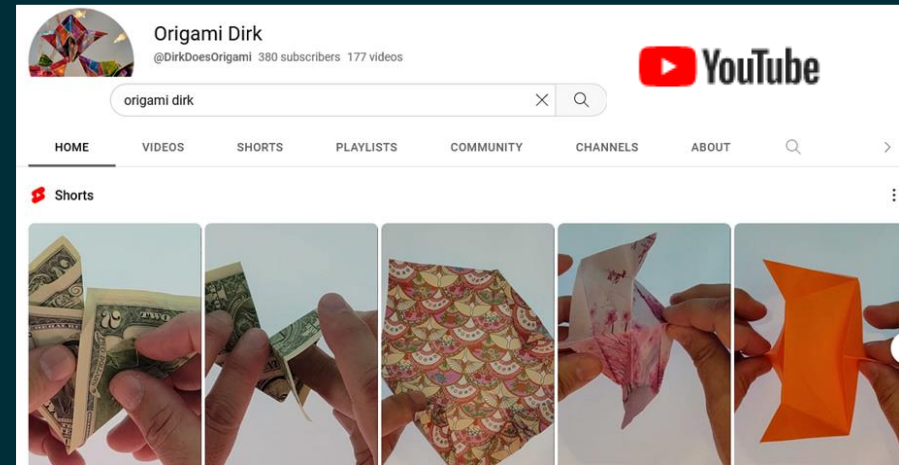
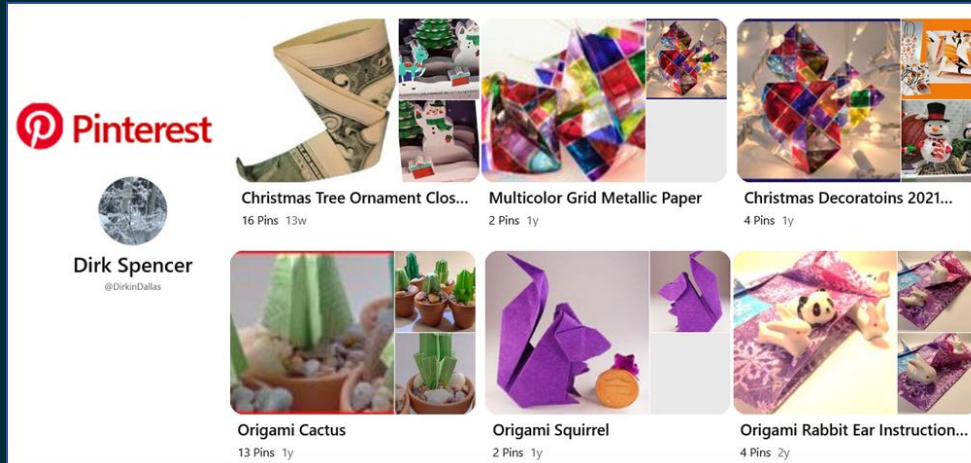
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	UPDATED: Resumes, Recruiters and LinkedIn Career Hacks NTX ISSA Cyber Security Conference UPDATED 4 years ago • 65 slides	2	318	9	Public	   
	LinkedIn Recruiter Fail --False Match on "Current" Company Search By Dirk 5 years ago • 10 slides	1	692	4	Public	   



Hobbies of Mine: Christmas Crafts & Origami



<https://www.slideshare.net/dirkspencer/transferable-skills-tips-tricks-part-1-and-part-ii>