

Transferable Skills to Advance Your Career

Did you know that transferable skills can play a key role in your career development? Transferable skills are strengths, traits, and abilities that transfer from job to job, developed through life experiences, athletics, education, and work. Review the following six transferable skills to help you adapt to new roles, demonstrate your value to employers, and move through career transitions with confidence.

- **Coachability.** Remaining open and positive when accepting constructive feedback and professional advice is critical for career growth.
- **Empathy.** Relating to others and their feelings will help build strong work relationships.
- **Communication.** Effective writing, speaking, and presentation skills are essential for the workplace.
- **Critical Thinking.** Evaluating and analyzing information to solve a problem will help you make better decisions.
- **Creativity.** Offering new ideas and suggestions or thinking outside the box contributes to work productivity.
- **Problem-Solving Attitude.** A positive attitude will help with problem-solving and keep you motivated to resolve the issue.

Using AI as an Academic Tool

AI (artificial intelligence) can be a helpful academic tool when used the right way. It can support your learning, improve your study habits, and strengthen your writing skills. Review the tips below to learn how to incorporate AI into your study routine effectively and with integrity.



- **Use AI to get started,** not to copy. Ask AI for outlines, examples, or explanations to help you understand the course material.
- **Help break down difficult concepts.** Ask AI to explain complex topics in simpler terms or in a step-by-step format.
- **Improve your writing.** Use AI for suggestions to help revise your writing for grammar and clarity, but always be sure to rewrite the final version yourself. Do not just copy what AI gives you.
- **Create study tools.** Ask AI to generate practice questions, flashcards, or summaries to review key ideas or concepts.
- **Check your understanding.** Ask AI to quiz you on a particular topic or concept, or to explain to you why an answer is correct.
- **Always follow your school's academic integrity policy.** Remember that AI is a tool to support your learning, not to replace your own work.

