

Job skills are the various abilities you use to complete your work—from workplace skills like time management to technical skills like programming.

Job skills are the entire collection of skills you use to complete your work. They typically comprise:

- **Workplace skills:** The personal skills that ensure you do your job well, such as being adept at teamwork, time management, or solving problems. Occasionally, some refer to these as “human skills,” “employability skills,” or “soft skills.”
- **Technical skills:** The skills that relate to technical or job-specific knowledge, such as the ability to code in Python, conduct data analysis, or use specific accounting software. These are sometimes called “hard skills.”
- **Transferable skills:** The workplace and technical skills that you can take from one job to another, such as when someone uses their aptitude for teamwork and their ability to code in Python to change careers from being a programmer to being a STEM educator. Transferable skills are *any* of the various skills that you can transfer between jobs.

There are many ways to acquire job skills. While in some cases they may simply be a part of your personality, in other cases you may have learned them through formal education or work experience. Whatever your skill levels, you can always strengthen your current skill set *and* acquire new skills through practice.

### Features For Job Skills

- **Communication:** The ability to effectively communicate ideas to diverse audiences through various media
- **Change management:** Systematically helping individuals or organizations change their processes, goals, or technologies
- **Professional development:** Learning new skills or reinforcing old ones to excel in a career
- **Storytelling:** The ability to craft engrossing narratives that engage audiences
- **Planning:** The ability to identify goals and create a concrete path toward accomplishing them
- **Influencing:** The ability to create change and impact decisions through communication
- **Decision making:** The ability to make informed decisions by collecting information, analyzing it, and creating alternative choices

- **Problem-solving:** Systematically identifying problems and then developing concrete solutions to fix them
- **People development:** Helping other individuals or teams develop their own skills
- **Human resources:** Planning and management of an organization's various administrative functions, such as the hiring of new staff