**Essential Transferable Skills and Aptitudes**

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| **Essential Transferable Skills** | **Meaning** |
| **Listening** | The receiving, retaining and processing of information or ideas |
| **Speaking** | The oral transmission of information or ideas |
| **Problem Solving** | The ability to find a solution to a situation or challenge |
| **Creativity** | The use of imagination and the generation of new ideas |
| **Staying Positive** | The ability to use tactics and strategies to overcome setbacks and achieve goals |
| **Aiming High** | The ability to set clear, tangible goals and devise a robust route to achieving them |
| **Leadership** | Supporting, encouraging and developing others to achieve a shared goal |
| **Teamwork** | Working cooperatively with others towards achieving a shared goal |
| **Aptitudes** | **Meaning** |
| **Resilience** | The capacity to recover quickly from difficulties and toughness |
| **Confidence** | The quality of being certain of your abilities or of having trust in people, plans, or the future |
| **Independence** | Being able to do things for yourself and make your own decisions, without help or influence from other people |
| **Tolerance** | Willingness to accept behaviour and beliefs that are different from your own, although you might not agree with or approve of them |

During the course, you will develop many of the following transferable skills/aptitudes: