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# Transferable Skills Portfolio

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**NAME**

Jane Doe

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**DATE**

DD/MM/YYYY

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**DOCTORAL SUBJECT**

Psychology

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**GRADUATE SCHOOL / DOCTORAL PROGRAM**

Individual doctorate

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**TABLE OF CONTENTS AND LIST OF SKILLS**

- Project Management (Course: Project Management in Research)
- Communication I (Course: Bewusst kommunizieren und konstruktiv zusammenarbeiten)
- Communication II (Course: Crucial Conversations: A Toolkit for Effective Communication at Work)

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**STRUCTURED SKILLS PROFILE**

As part of my doctoral studies, I participated in the Graduate Center's courses listed above to develop my competences in project management and interpersonal communication within my professional setting. These skills enable me to efficiently plan and implement projects in different contexts while communicating in a respectful and goal-oriented manner with my colleagues who are also involved in these projects.