



TRANSFERABLE SKILLS CHECKLIST

Key Transferable Skills

- Meet deadlines
- Ability to delegate
- Ability to plan
- Results oriented
- Customer Service oriented
- Supervise others
- Increase sales or efficiency
- Accept responsibility
- Instruct others
- Desire to learn & improve
- Good time management
- Solve problems
- Manage money/ budgets
- Manage people
- Meet the public
- Organize people
- Organize/ manage projects
- Team player/Teamwork
- Written communications
- Work independently
- Computer Skills
- Listening Skills

Other Transferable Skills (Dealing with things)

- Use my hands
- Assemble or make things
- Safety conscious

- Classify data
- Compare, inspect, or record facts
- Count, observe, compile
- Research
- Detail-oriented
- Take inventory

Working with People

- Patient
- Care for
- Persuasive
- Confront others
- Pleasant
- Counsel people
- Sensitive
- Demonstrate something
- Supportive
- diplomatic
- Supervise
- Speak in public
- Help others
- Tactful

- Insightful
- Insightful
- Teach
- Interview others
- Anticipate needs

- Research
- Create new ideas
- Design
- Speak in public
- Edit
- Write clearly
- Prefer details
- Understand the big picture

Leadership

- Arrange social functions
- Motivate people
- Negotiate agreements
- Decisive
- Plan
- Delegate
- Run meetings
- Direct others
- Explain things to others
- Self-motivated
- Get results
- Share leadership
- Think of others
- Direct projects
- Team builder
- Solve problems
- Mediate problems

- Build, observe, inspect things
- Construct or repair
- Off-bearing or feeding machinery
- Follow instructions
- Operate tools and machinery
- Drive or operate vehicles
- Repair things
- Good with my hands
- Use complex equipment
- Use equipment

Dealing with Data

- Analyze data or facts
- Investigate
- Audit records
- Keep financial records
- Locate answers or information
- Balance Money
- Calculate, compute
- Numeracy skills

- Manage money

- High energy
- Open minded
- Kind
- Take orders
- Listen
- Serving
- Trust
- Working with others
- Negotiate
- Understand
- Adaptable

- Outgoing

Using Words, Ideas

- Articulate
- Innovative
- Communicate verbally
- Logical
- Remember information

- Accurate

- Strong written communication

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- Take risks
- Empowering others

Creative, Artistic

- Artistic
- Music appreciation
- Dance, body movement
- Perform, act
- Draw, sketch, render
- Present artistic ideas
- Play instruments
- Expressive

Add any other Transferable Skills that you think are important

- Time Management
- _____
- _____
- _____
- _____
- _____

Examples:

Training Coordinator: requires the following skills that could come from a multitude of career paths:

- ✓ Instructional training
- ✓ Technical skills
- ✓ Communication skills

Maybe you have been a financial analyst but were asked to plan the company parties. Event planning may be a passion that you can now seek a career within.