

## Transferable Skills Inventory

Directions: As you go through the checklist, please mark the skills that you have used in your current position, past position, volunteer opportunities, organizations, associations, hobbies, or other activities.

**Verbal Communication**

- Perform and entertain before groups
- Speak well in public forums
- Express opinions without offending
- Interview people to obtain information
- Present ideas effectively
- Persuade or influence others
- Sell ideas, products or services
- Debate ideas well with others
- Participate in group discussions and teams

**Non Verbal Communication**

- Listen carefully and attentively
- Convey a positive self image
- Use body language that makes others comfortable
- Develop rapport easily
- Establish culture to support learning
- Promote concepts through a variety of media
- Respond to non verbal cues
- Model behavior or concepts for others

**Written Communication**

- Write technical language, reports and manuals
- Write grant proposals
- Prepare & write logically written reports
- Edit and proofread written material
- Utilize all forms of technology for writing
- Write case studies and evaluations
- Demonstrate expertise in grammar & style

**Train/Consult**

- Teach/advise/coach and empower
- Conduct needs assessment
- Use a variety of media for presentations
- Develop educational curriculum & materials
- Create and administer evaluation plan
- Facilitate a group
- Explain difficult ideas

- Assess learning styles & respond accordingly
- Consult and recommend solutions
- Write well organized and documented reports

**Analytical**

- Study data or behavior for meaning & solutions
- Analyze quantitative, physical and/or scientific data
- Write analysis of study and research
- Compare and evaluate information
- Investigate clues
- Formulate insightful and relevant questions
- Use technology for statistical analysis

**Research**

- Identify appropriate information sources
- Search written, oral and technological information
- Interview primary sources
- Hypothesize and test for results
- Compile numerical and statistical data
- Classify & sort information into categories
- Gather information from a number of sources
- Utilize electronic search methods

**Plan and Organize**

- Identify and organize tasks or information
- Coordinate people, activities and details
- Develop a plan and set objectives
- Set up and keep time schedules
- Anticipate problems and respond with solutions
- Develop realistic goals & action to obtain them
- Arrange correct sequence of information and actions
- Create guidelines for implementing an action
- Follow through to ensure completion of a task

Adapted from [lifeworktransitions.com](http://lifeworktransitions.com)



**Counsel and Serve**

- Counsel, advise, consult and guide others
- Care for and serve people
- Demonstrate empathy, sensitivity & patience
- Help people make their own decisions
- Help others improve health & welfare
- Listen empathetically and with objectivity
- Coach, guide, & encourage individuals to achieve goals
- Mediate peace between conflicting parties
- Knowledge of self help theories & programs
- Facilitate self awareness in others

**Interpersonal Relations**

- Convey a sense of humor
- Anticipate people's needs & reactions
- Express feelings appropriately
- Process human interactions & understand others
- Encourage, empower & advocate for people
- Create a positive & hospitable environment
- Adjust plans for the unexpected
- Facilitate conflict management
- Communicate well with diverse groups
- Listen carefully to communication

**Leadership**

- Envision the future and lead change
- Establish policy
- Motivate & inspire others to achieve common goals
- Create innovative solutions to complex problems
- Communicate well with all levels of the organization
- Develop & mentor talent
- Negotiate terms and conditions
- Take risks and make hard decisions

**Management**

- Manage personnel, projects and time
- Foster sense of ownership in employees
- Delegate responsibility & review performance
- Increase productivity & efficiency to achieve goals
- Develop and facilitate work teams
- Provide training for development of staff
- Facilitate conflict management

**Financial**

- Calculate & perform mathematical calculations
- Work with precision with numerical data
- Keep accurate & complete financial records
- Perform accounting functions & procedures
- Compile data & provide statistical analysis
- Create computer generated charts
- Use computer software for records & analysis
- Forecast & estimate expenses & income
- Appraise & analyze cost
- Create and justify the budget

**Administrative**

- Communicate well with the key people in an organization
- Identify & purchase necessary resource materials
- Utilize computer software & equipment
- Organize, improve & adapt office systems
- Track progress of projects & troubleshoot
- Achieve goals within a budget & time schedule
- Assign tasks & set standards for support staff
- Hire and supervise temporary personnel
- Oversee communication, email & telephones

**Create and Innovate**

- Visualize concepts & results
- Brainstorm & make use of group synergy
- Communicate with metaphors
- Invent products through experimentation
- Express ideas through art form
- Utilize computer software for artistic creations

**Construct and Operate**

- Assemble & install technical equipment
- Build a structure and follow proper sequence
- Understand blue prints & architectural specs
- Repair machines
- Use tools & machines
- Landscape and farm
- Use scientific or medical equipment
- Master athletic skills

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