

Transferrable Skills Worksheet

Transferrable Skills generally are not associated with a particular job or task. Transferable skills are usually broader and related to leadership, communication, critical thinking, analysis, and organization. These are skills that can be transferred and utilized in a variety of different kinds of jobs and career paths.

1. In the first column, mark each skill in which you feel competent.
2. In the second column, mark those skills that you really enjoy.
3. In the third column, mark those skills you would like to learn, acquire or develop further.

For Example:

Communication Skills	1. Feel Competent	2. Enjoy/ Favorites	3. Would Like to Develop
Write, edit, translate, interpret or critique words	✓		
Speak in public, debate, advocate, present or demonstrate an idea	✓	✓	✓
Writing reports, letters and memos correctly		✓	

The goal of completing this checklist is to help you make an action plan for using the skills you are competent in and enjoy AND create learning goals for skills which might help you broaden your career choices.

Communication Skills	1. Feel Competent	2. Enjoy/ Favorites	3. Would Like to Develop
Write, edit, translate, interpret or critique words			
Speak in public, debate, advocate, present or demonstrate an idea			
Facilitate a meeting			
Reading and following directions			
I am open minded and am willing to change my viewpoint based on the valid opinion of others			
Writing reports, letters and memos correctly			
Reading and understanding policies and memos			
Comfortably speaking to others you do not know			
Taking notes while someone speaks			
I make a conscious effort to match my body language to the message I want to convey			
Explaining things to other people			
Know when to ask for help or more explanation			
Counsel or advise others			
Listening to others			
I am good at making eye contact with people when I am talking to them			
I am confident when I talk to people and speak clearly without mumbling			
I am good at reading the body language of others			
Other(s):			

Technical or Physical Skills	1. Feel Competent	2. Enjoy/ Favorites	3. Would Like to Develop
Be athletic or use physical coordination			
Build or construct things or structures			
Do skilled crafts or use hand coordination with tools			
Operate vehicles, machines or electronic equipment			
Repair or set up machines or equipment			
Installing things			
Work with earth and nature ie: gardening			
Computer skills: ie. Microsoft office suite			
Computer skills: computer maintenance			
Other:			
Management and Self-Management Skills			
Administer, set goals and priorities, plan or make decisions			
Initiate, assess needs, anticipate or create change			
Manage people, delegate tasks, direct, oversee or motivate			
Sell, negotiate, convince, promote or persuade			
Being patient with others			
Keeping a cheerful attitude			
Getting interested/excited about the task at hand			
Offering to help when it's needed			
Knowing how to take directions			
Motivating myself to do what needs to get done			
Helping motivate others to get the job done			
Prioritizing tasks so that the larger goal is met on time			
Following the rules			
Presenting a neat and professional image			
Checking your own work			
Using courtesy when dealing with others			
Seeking help when needed			
Being eager to learn			
Speaking up for yourself such as self advocacy			
Solving problems in a cooperative way			
Other:			

Number Skills	1. Feel Competent	2. Enjoy/ Favorites	3. Would Like to Develop
Compute, calculate, compare or record numbers			
Forecast, appraise or estimate numerical information			
Doing arithmetic correctly			
Using percentages and decimals			
Estimating costs and/or time needed to complete a job			
Using a database program on a computer			
Using a spreadsheet on a computer			
Creating and managing a budget			
Other:			
Creative/Artistic Skills			
Perceive intuitively, sense, show insight or have foresight			
Use artistic ability, photograph, decorate, paint or sculpt			
Use creativity, visualize, imagine, brainstorm or design			
Use musical ability, sing, compose or play instruments			
Presenting artistic ideas			
Visualizing shapes			
Designing: clothing, interior, etc.			
Drawing, illustrating, sketching			
Other:			
People and Social Skills			
Care, treat, heal, nurse or rehabilitate others			
Counsel, empower, coach, guide or listen to individuals			
Host, comfort, please, make welcome or serve customers			
Plan social, recreational or other group events			
Problem-solve, mediate or network with people			
Teach, train, instruct, inform or explain to groups			
Caring for children responsibly			
Caring for the sick and elderly			
Calming people down			
Helping people complete a task			
Knowing how to get along with different people/personalities			
Leading groups or activities			
Other:			

Critical Thinking and Investigative Skills	1. Feel Competent	2. Enjoy/ Favorites	3. Would Like to Develop
Analyze, use logic, problem solve, examine			
Conceptualize, adapt, develop, hypothesize or discover			
Evaluate, assess, test, appraise, diagnose			
Observe, reflect, study or notice			
Research, investigate, read or interview			
Synthesize, integrate, unify or conceptualize ideas			
Other:			
Business Skills			
Working with computers			
Using a business telephone			
Working with budgets			
Account, budget, program or systematize financial data			
Attend to detail, copy, inspect or transcribe			
Setting up and closing out a cash register			
Managing money and bills			
Organizing, filing, updating, categorizing or arranging information			
Writing business documents			
Coordinating events			
Fund-raising			
Other:			
Other:			
Other:			
Other:			
Other:			

From the list above, referring to column 2, list your top five or ten favorite skills that you would most enjoy utilizing in your work (even if you are not proficient at them yet)? *Include the main skill category.*

Which of the favorite skills listed above do you consider strengths or things that you are very good at (both column 1 and 2 would probably be marked)? *Include the main skill category.*

Which (top five) skills would you like to develop, improve and/or learn (refer to skills marked in column 3)? *Include the main skill category.*
