

TRANSFERABLE SKILLS CHECKLIST

Key Transferable Skills

- Meeting deadlines
- Planning
- Speaking in public
- Controlling budgets
- Meeting the public
- Negotiating
- Instructing others
- Organizing or managing projects
- Solving problems
- Managing money
- Managing people
- Supervising others
- Increasing sales or efficiency
- Accepting responsibility
- Writing well
- Computer and technology skills

Dealing with Data

- Analyzing data or facts
- Negotiating
- Investigating
- Comparing, inspecting, or recording facts
- Auditing records
- Counting, observing, compiling
- Keeping financial records
- Researching
- Budgeting
- Paying attention to detail
- Locating answers or information
- Synthesizing
- Calculating, computing
- Evaluating
- Managing money
- Taking inventory
- Classifying data
- Using technology to analyze data

Working with People

- Administering
- Being pleasant
- Being diplomatic
- Being patient
- Counseling people
- Supervising others
- Caring for others
- Being sensitive
- Helping others
- Persuading
- Demonstrating
- Being tactful
- Confronting others
- Socializing
- Having insight
- Teaching
- Being tough
- Understanding
- Interviewing others
- Listening
- Being outgoing
- Being tolerant
- Trusting
- Being kind
- Negotiating

Using Words, Ideas

- Being articulate
- Corresponding with others
- Designing
- Inventing
- Speaking in public
- Communicating verbally
- Remembering information
- Editing
- Writing clearly
- Thinking logically
- Researching
- Being ingenious
- Creating new ideas

Leadership

- Arranging social functions
- Directing others
- Motivating people
- Exercising self-control
- Being competitive
- Explaining things to others
- Negotiating agreements
- Motivating yourself
- Making decisions
- Getting results
- Planning
- Solving problems
- Delegating
- Mediating problems
- Running meetings
- Taking risks

Creative, Artistic

- Being artistic
- Expressing yourself
- Drawing
- Dancing
- Performing acting
- Appreciating music
- Presenting artistic ideas
- Playing instruments

Other Transferable Skills

- Driving or operating vehicles
- Assembling or making things
- Building, observing, or inspecting things
- Constructing or repairing buildings

Other Transferable Skills (that are important to include)

Top 5 Transferable Skills