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
☑ Written communications
☑ Work independently
☑ Computer Skills

Other Transferable Skills
(Dealing with things)
☑ Use my hands
☑ Assemble or make things
☑ Safety conscious
☑ Build, observe, inspect things
☑ Construct or repair
☑ Off-bearing or feeding machinery

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
☑ High energy
☑ Open minded
☑ Kind

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

Creative, Artistic
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
Manage money

**Take orders**
Listen
Serving
Trust
Working with others
Negotiate
Understand
Adaptable
Outgoing

**Use equipment**
Understand
Articulate
Innovative
Communicate verbally
Logical
Remember information
Accurate

**Dealing with Data**
Analyze data or facts
Investigate
Audit records
Keep financial records
Locate answers or information
Balance Money
Calculate, compute
Manage money

**Present artistic ideas**
Perform, act
Draw, sketch, render
Present artistic ideas
Play instruments
Expressive

**Add any other Transferable Skills that you think are important**

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

**Using Words, Ideas**
Articulate
Innovative
Communicate verbally
Logical
Remember information
Accurate

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