TOPIC 10C: TRANSFERABLE SKILLS

Transferable skills are those skills and abilities that you have that are considered universal to many career fields. Although not a complete listing, perhaps these few will help you to identify those areas you do have skills that can apply to several jobs/careers!

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
(Working with hands/equipment)

- ☐ Use my hands
- ☐ Assemble or make things
- ☐ Safety conscious
- ☐ Build, observe, inspect things
- ☐ Construct or repair
- ☐ Commercial Driver's License
- ☐ Follow instructions
- ☐ Classify data
- ☐ Compare, inspect, or record facts
- ☐ Count, observe, compile
- ☐ Research
- ☐ Detail-oriented
- ☐ Take inventory

Working with Others

- ☐ Patient
- ☐ Care for well-being of others
- ☐ Persuasive
- ☐ Non-confrontational
- ☐ Pleasant
- ☐ Counsel people
- ☐ Sensitive
- ☐ Demonstrate something
- ☐ Supportive
- ☐ Sensitive
- ☐ Supervise
- ☐ Speak in public
- ☐ Help others
- ☐ Tactful
- ☐ Insightful
- ☐ Direct projects
- ☐ Teach
- ☐ Interview others
- ☐ Anticipate needs
- ☐ High energy
- ☐ Open minded
- ☐ Kind
- ☐ Take orders
- ☐ Research
- ☐ Create new ideas
- ☐ Outline plans
- ☐ Speak in public
- ☐ Proofread
- ☐ Write clearly
- ☐ Prefer details
- ☐ Goal-oriented

Leadership/Management

- ☐ 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
- ☐ Team builder
- ☐ Solve problems
- ☐ Mediate problems
- ☐ Take risks
- ☐ Empowering others

Creativity

- ☐ Artistic

- ☐ Operate tools and machinery
- ☐ Drive or operate vehicles
- ☐ Repair things
- ☐ Good with my hands
- ☐ Use complex equipment
- ☐ Use equipment

Processing Data/Facts

- ☐ Analyze data or facts
- ☐ Investigate
- ☐ Audit records
- ☐ Keep financial records
- ☐ Locate answers or information
- ☐ Balance financial records
- ☐ Calculate, compute
- ☐ Manage money
- ☐ Listen
- ☐ Serving
- ☐ Trust
- ☐ Working with others
- ☐ Negotiate
- ☐ Understand
- ☐ Adaptable
- ☐ Outgoing

Communication/Judgment

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

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

(Resource: http://www.roguecc.edu)