

**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
- 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

- Classify data
- Compare, inspect, or record facts
- Count, observe, compile
- Research
- Detail-oriented
- Take inventory

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

**Using Words, Ideas**

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

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

**Leadership**

- 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
- Direct projects
- Team builder
- Solve problems
- Mediate problems
- Take risks
- Empowering others

**Creative, Artistic**

- Artistic
- 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**

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