

TRANSFERABLE SKILLS CHECKLIST

| Ke | y Transferable Skills | | Classify data Compare, inspect, or record | | Speak in public Edit |
|-------------------|------------------------------|---|--|----|----------------------------|
| | Mant dendlines | | facts | | Write clearly |
| | Meet deadlines | | Count, observe, compile | | Prefer details |
| | Ability to delegate | | Research | | Understand the big picture |
| | Ability to plan | | Detail-oriented | | 3 p |
| | Results oriented | | Take inventory | ١. | adarahin |
| | Customer Service oriented | _ | | Le | adership |
| | Supervise others | ١٨/. | andring with December | | |
| | Increase sales or efficiency | VVC | orking with People | | Arrange social functions |
| | Accept responsibility | | | | Motivate people |
| | Instruct others | | Patient | | Negotiate agreements |
| | Desire to learn & improve | | Care for | | Decisive |
| | Good time management | | Persuasive | | Plan |
| | Solve problems | | Confront others | | Delegate |
| | Manage money/budgets | | Pleasant | | Run meetings |
| | Manage people | | Counsel people | | Direct others |
| | Meet the public | | Sensitive | | Explain things to others |
| | Organize people | | Demonstrate something | | Self-motivated |
| | Organize/manage projects | | Supportive | | Get results |
| | Team player | | Diplomatic | | Share leadership |
| | Written communications | | Supervise | | Think of others |
| | Work independently | | Speak in public | | Direct projects |
| | Computer skills | | Help others | | Team builder |
| | Manage contracts | | Tactful | | Solve problems |
| _ | Manage contracto | | Insightful | | Meditate problems |
| Ot | her Transferable Skills | | Teach | | Take risks |
| | | | Interview others | | Empower others |
| (de | aling with things) | | Anticipate needs | | Linpower others |
| | | | | | |
| | Use my hands | | High energy | Cr | eative |
| | Assemble or make things | | Open minded Kind | | |
| | Safety conscious | | | | Design/draw |
| | Build, observe, inspect | | Take orders | | 3 / |
| | things | | Listen | 01 | |
| | Construct or repair | | Serving | Ot | her Transferable Skills |
| | Follow instructions | | Trust | | |
| | Operate tools and | | Working with others | | |
| | machinery | | Negotiate | | |
| | Drive or operate vehicles | | Understand | | _ |
| | Repair things | | Adaptable | _ | |
| | Use complex equipment | | Outgoing | _ | _ |
| | | | | Ш | |
| Dealing with Data | | Us | ng Words/Ideas | _ | _ |
| | | Janes de la companya | | | |
| | Analyze data or facts | | Articulate | | _ |
| | Bookkeeping | | Innovative | | |
| | Investigate | | Communicate verbally | | _ |
| | Audit records | | Logical | | |
| | Input financial records | | Remember information | | _ |
| | Locate answers or | | Accurate | | |
| _ | information | | Research | _ | |
| | Balance money | | Create new ideas | | _ |
| | Calculate, compute | | Design | | |
| _ | calcalate, compate | | | | |

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