**Transferable Skills** **Checklist**

**Adapted from /alis.alberta.ca/careerinsite/know-yourself/skills-quiz/**

According to the experts, the average person has up to 700 skills ready to be used at any time!

* You do not need to excel at a skill to claim you have it. If you feel you are competent or you perform the skill as well as most people, you have that skill.
* There are 76 skills in the following lists, grouped by category. Think about the skills you have developed and select your skills from the lists.

**Numerical Skills**

Calculating - using basic arithmetic skills: adding, subtracting, multiplying and dividing.

Measuring - using tools or equipment to determine length, angle, volume or weight.

Estimating - judging the cost or size of things. Predicting the outcome of an arithmetic problem before you calculate the answer.

Budgeting - planning exactly how you will spend money. Deciding what to buy and how much to spend, or how to get work done at the lowest cost.

Using numerical reasoning - understanding how to work with numbers or statistics. Knowing how to read data and interpret statistics.

**Communication Skills**

Reading - getting information from written materials. Following written instructions on what to do or how to operate a piece of equipment.

Writing - using good grammar to write clear sentences and paragraphs. Being able to express yourself or explain things in writing.

Talking - being able to talk to strangers in ordinary conversational settings.

Speaking in public - addressing or delivering a speech to a group or audience.

Listening - paying close attention to what the other person is saying and responding appropriately.

Questioning - asking the right questions to get useful information from others or to help them gain insight.

Explaining - speaking carefully and clearly so people can understand you quickly and easily.

Resolving conflicts - being able to bring disagreements to successful conclusions.

Persuading - converting others to your viewpoint.

Negotiating - bargaining with others to solve a problem or reach an agreement.

Teaching - instructing others.

Chairing meetings - listening, speaking, encouraging discussion and following an agenda.

**Sense Awareness Skills**

Using sound discrimination - hearing slight differences in sound.

Using colour discrimination - seeing small differences in colour.

Using shape discrimination - seeing small differences in shapes and sizes, noticing how things are alike or different.

Using depth perception - correctly judging distance between objects.

**Using Logical Thinking**

Problem solving - defining a problem, seeking alternatives, selecting a solution.

Investigating/researching - gathering information in an organized way to determine certain facts.

Assessing - correctly determining the nature of a situation or issue.

Analyzing - breaking a problem down into its parts so that each part can be handled separately.

Synthesizing - putting facts and ideas together in new and creative ways to identify possible solutions.

Testing - determining the effectiveness of possible solutions.

**Technical Skills**

Using computers - understanding and performing basic computer tasks.

Operating equipment - using a variety of tools, machines and communication devices (printers, photocopiers, scanners, etc.)

Maintaining equipment - regularly checking and adjusting equipment to make sure it is working properly.

Constructing - using a variety of tools, materials and equipment in a building project.

Measuring - using various devices to make sure the exact size or capacity of something meets certain standards.

**Helping Skills**

Serving - caring, doing things for others.

Enjoying people - showing genuine interest in clients and customers.

Treating - doing things to relieve a person’s physical or psychological problems.

Co-operating - working with others to reach a common goal; working as part of a team to complete a task.

Facilitating - making it easier for others to accomplish a task, for example, by co-ordinating a group discussion leading to a decision.

Advising/counselling - helping others cope with their personal, educational and work concerns by providing information or advice.

**Leadership Skills**

Making decisions - choosing an action and accepting responsibility for the consequences.

Directing/supervising - overseeing or managing the work of others and accepting responsibility for their performance.

Initiating - taking the first step; getting things started.

Confronting - telling others something they may not want to hear about their behaviour, habits, etc.

Interviewing - questioning people in order to gather information.

Planning - developing projects or ideas through careful preparation, and deciding when and in what order each step will take place.

Organizing - co-ordinating the people and resources necessary to put a plan into action.

Coaching - helping others one-on-one or in a small group to achieve a goal.

Feedback - providing others with accurate descriptions of their work, behaviour, appearance, etc.

**Self Management Skills**

Maintaining health - eating properly and getting enough exercise, rest and relaxation.

Assessing quality - correctly determining the worth of the work you are performing.

Adapting - adjusting to life or work changes and being prepared for the unexpected.

Risk-taking - going beyond your personal comfort zone and seeking new ways to complete tasks efficiently.

Managing time - using your time in a productive way to accomplish everything you need to.

Learning - using a variety of methods to gain the skills, knowledge and attitudes you need.

Managing money - knowing your income and expenses and making changes when necessary to meet your goals and avoid going into debt.

Being self-directed - deciding what needs doing and getting it done without being prompted by someone else.

Building relationships - developing a variety of associations with others.

Managing stress - knowing the causes of stress, coping with pressures in your life and maintaining a sense of humour.

Collaborating - co-operating with others inside and outside of work to accomplish shared goals.

Visioning - imagining something and determining the steps you need to take to achieve it.

Personal marketing - packaging and promoting yourself in ways that will improve your work and your ability to get work.

Tracking trends - keeping yourself informed, through the media and other sources, about major changes and movements that affect your life and work.

**Organizational Skills**

Managing information - keeping records of activities, inventory, budgets and data.

Managing multiple responsibilities - handling several roles or projects at one time.

Filing - sorting information into an organized system.

Remembering - being able to recall names, dates, facts and events.

Following - taking direction and completing assigned tasks.

Scheduling - keeping track of projects, timetables, itineraries, etc.

Co-ordinating - getting people and/or materials moving to complete a project in an orderly manner.

Classifying - using and adapting a complex organization system for the storage and efficient retrieval of information.

**Being Creative and Innovative**

Creating/inventing - coming up with new ideas or inventions.

Designing/displaying - organizing spaces, products, objects, colours or images creatively.

Improvising/experimenting/adapting - making changes as needed to get the job done; finding new and creative ways to accomplish tasks.

Performing/entertaining - using your talents to hold the attention of an audience, either live or recorded.

Drawing/painting/sculpting - communicating feelings or thoughts through works of art in a variety of media.

Writing/playwriting/composing - creating new and original materials to entertain, educate or express thoughts or feelings.

**Most Significant Skills**

Choose **5** of your skills from above which will matter the most to an employer.

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