

Transferable Skills

Key transferable skills:

- instruct others
- negotiate
- manage money or budgets
- manage people
- meet deadlines
- meet the public
- organize/manage projects
- public speaking
- written communications

Skills working with things:

- assemble things
- build things
- construct/repair things
- operate tools/machines
- use computers
- drive/operate vehicles
- good with hands
- observe/inspect things
- use complex equipment

Skills working with data:

- analyze data
- investigate
- calculate/compute
- manage money
- compare
- research
- detail oriented
- evaluate
- budget
- locate information
- classify things
- record facts
- count
- take inventory
- audit records
- keep financial records
- check for accuracy
- observe/inspect
- compile
- synthesize

Skills working with people:

- administer
- listen
- coach
- demonstrate
- instruct
- supervise
- advise
- negotiate
- confront others
- caring
- outgoing
- able to counsel others
- able to interview others
- helpful
- sociable
- tactful
- understanding
- perceptive
- diplomatic
- sensitive
- patient
- friendly/polite
- tolerant
- trusting
- tough
- persuasive

Leadership skills:

- arrange social functions
- motivate people
- delegate
- mediate problems
- able to influence others
- manage or direct others
- initiate new tasks

- results oriented
- plan events
- explain things to others
- run meetings
- decision making
- problem solving

- self-confident
- decisive
- competitive
- negotiate agreements
- risk-taker
- self-motivated

Creative/Artistic skills:

- artistic
- perform, act

- expressive
- drawing, art

- dance, body movement
- present artistic ideas

Other transferable skills:

Your top five transferable skills:

1. _____
2. _____
3. _____
4. _____
5. _____