



TRANSFERABLE SKILLS

Transferable skills are skills you learn through any activity. i.e. jobs, school, parenting, hobbies, relationships, travels, playing sports etc..... Check all that apply to you.

COMMUNICATIONS - I CAN:

- | | | |
|--|---|---|
| <input type="checkbox"/> Speak effectively | <input type="checkbox"/> Write effectively | <input type="checkbox"/> Listen |
| <input type="checkbox"/> Report information | <input type="checkbox"/> Negotiate | <input type="checkbox"/> Ask for help |
| <input type="checkbox"/> Persuade others | <input type="checkbox"/> Give instructions | <input type="checkbox"/> Express ideas |
| <input type="checkbox"/> Perceive body language | <input type="checkbox"/> Describe feelings | <input type="checkbox"/> Keep others informed |
| <input type="checkbox"/> Interview others | <input type="checkbox"/> Speak more than 1 language | <input type="checkbox"/> Use email |
| <input type="checkbox"/> Speak well on the phone | <input type="checkbox"/> Lead a group discussion | <input type="checkbox"/> Smile |
| <input type="checkbox"/> Encourage others | <input type="checkbox"/> Express concern | <input type="checkbox"/> Answer questions |

PLANNING - I CAN:

- | | | |
|---|---|---|
| <input type="checkbox"/> Define and set goals | <input type="checkbox"/> Create new ideas | <input type="checkbox"/> Gather information |
| <input type="checkbox"/> Solve problems | <input type="checkbox"/> Analyze data | <input type="checkbox"/> Define a problem |
| <input type="checkbox"/> Imagine solutions | <input type="checkbox"/> Effectively Shop | <input type="checkbox"/> Decorate a space |
| <input type="checkbox"/> Remodel a space | <input type="checkbox"/> Cook well | <input type="checkbox"/> Define an outcome |
| <input type="checkbox"/> Make a budget | <input type="checkbox"/> Bid a job | <input type="checkbox"/> Plan a vacation |

PEOPLE - I CAN:

- | | | |
|---|--|--|
| <input type="checkbox"/> Accept others | <input type="checkbox"/> Provide support | <input type="checkbox"/> Teach others |
| <input type="checkbox"/> Be courteous | <input type="checkbox"/> Coordinate work schedules | <input type="checkbox"/> Delegate with respect |
| <input type="checkbox"/> Give complements | <input type="checkbox"/> Recognize other's efforts | <input type="checkbox"/> Perceive problems |
| <input type="checkbox"/> Share credit with others | <input type="checkbox"/> Let others lead | <input type="checkbox"/> Take criticism |
| <input type="checkbox"/> Be appropriately competitive | <input type="checkbox"/> Be sensitive to others | |
| <input type="checkbox"/> Be in control | <input type="checkbox"/> Motivate | |

ORGANIZATION, LEADERSHIP AND SUPERVISION - I CAN:

- | | | |
|--|--|--|
| <input type="checkbox"/> Complete a project | <input type="checkbox"/> Promote change | <input type="checkbox"/> Meet deadlines |
| <input type="checkbox"/> Start a new project | <input type="checkbox"/> Enforce policies | <input type="checkbox"/> Handle details |
| <input type="checkbox"/> Manage conflict | <input type="checkbox"/> Sell an idea to others | <input type="checkbox"/> Make a decision |
| <input type="checkbox"/> Implement a new idea | <input type="checkbox"/> Handle money effectively | <input type="checkbox"/> Order supplies, materials |
| <input type="checkbox"/> Accept responsibility | <input type="checkbox"/> Get buy-in from others | <input type="checkbox"/> Give appropriate feedback |
| <input type="checkbox"/> Take criticism | <input type="checkbox"/> Let others make mistakes | <input type="checkbox"/> Write a report |
| <input type="checkbox"/> Give clear directions | <input type="checkbox"/> Reward others | <input type="checkbox"/> Provide Direction |
| <input type="checkbox"/> Take charge | <input type="checkbox"/> Be a role model to others | <input type="checkbox"/> Be supportive |



TRANSFERABLE SKILLS

WORK SURVIVAL – I CAN:

- | | | |
|--|--|--|
| <input type="checkbox"/> Manage my time | <input type="checkbox"/> Tolerate new people | <input type="checkbox"/> Learn quickly |
| <input type="checkbox"/> Cooperate with others | <input type="checkbox"/> Multi-task | <input type="checkbox"/> Tolerate change |
| <input type="checkbox"/> Think on my feet | <input type="checkbox"/> Travel well | <input type="checkbox"/> Be discreet |
| <input type="checkbox"/> Be creative | <input type="checkbox"/> Analyze situations | <input type="checkbox"/> Be a team player |
| <input type="checkbox"/> Take chances | <input type="checkbox"/> Use many tools and machines | <input type="checkbox"/> Sit through a meeting |
| <input type="checkbox"/> Use a computer | <input type="checkbox"/> Memorize material quickly | <input type="checkbox"/> Show respect for others |
| <input type="checkbox"/> Appreciate different people | <input type="checkbox"/> Find out an answer | |
| <input type="checkbox"/> Change priorities quickly | <input type="checkbox"/> Keep my promises | |
| <input type="checkbox"/> Be on time | <input type="checkbox"/> Be patient | |

SELF MANAGEMENT SKILLS:

- | | |
|--|---|
| <input type="checkbox"/> Reliable | <input type="checkbox"/> Flexible |
| <input type="checkbox"/> Motivated | <input type="checkbox"/> Honest |
| <input type="checkbox"/> Team Player | <input type="checkbox"/> Arrive on Time |
| <input type="checkbox"/> Dependable | <input type="checkbox"/> Follow Instructions |
| <input type="checkbox"/> Organized | <input type="checkbox"/> Hard Working |
| <input type="checkbox"/> Determined | <input type="checkbox"/> Get Along Well With Others |
| <input type="checkbox"/> Goal Oriented | <input type="checkbox"/> Sincere |
| <input type="checkbox"/> Responsible | <input type="checkbox"/> Friendly |
| <input type="checkbox"/> Competent | <input type="checkbox"/> Good Sense Of Humor |
| <input type="checkbox"/> Enthusiastic | <input type="checkbox"/> Persistent |
| <input type="checkbox"/> Ambitious | <input type="checkbox"/> Self-Motivated |
| <input type="checkbox"/> Patient | <input type="checkbox"/> Results-Oriented |
| <input type="checkbox"/> Quick-Learner | <input type="checkbox"/> Willing To Ask Questions |
| <input type="checkbox"/> Complete Projects | <input type="checkbox"/> Willing to Learn |