



## 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 compliments             | <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           |