



Transferable Skills Check List

We all have skills that we gather and build throughout our lives and career. Some of them are necessary for a particular role or field of work. Others are useful in a broad range of situations. We refer to this second group as transferable skills and they can be incredibly valuable to employers across diverse industries. This activity focuses on these transferable skills and is designed to:-

- Get you thinking about the transferable skills you already have
- Identify which of these skills you would like to use in your day to day work as you consider career options
- Identify any skill gaps which you would like to develop and might be necessary if changing careers

By identifying your preferred transferable skills you'll be able to ask more informed questions as you explore various career options/industries.

How the activity works:-

1. Read each skill
2. Tick the box which best describes how much you enjoy using that skill
3. Tick the box which best describes how confident/competent you are using that skill
4. Transfer those skills which you "Enjoy using" or feel "OK to use" into the grid below

Consider these reflection points as you progress through the exercise:-

- Are there skills you would like to use in the workplace but you need to improve your competency?
- How can you develop these skills? Formal training, short course, existing workplace (talk to your manager), volunteering, interest groups
- What sort of careers/jobs use my preferred skills?
- How do I communicate these skills to an employer?

Transferable Skills	Enjoy Using	Prefer not to Use	High Skill	Mod, Low or No Skill
Advocacy – representing individuals or groups				
Analysis – examining and interpreting data to create recommendations/forecasts				
Brainstorming – producing/conceiving ideas or options				
Budgeting – economising, saving, assigning money or other resources				
Building/construction/assembly of materials				
Building a team – developing positive working relationships with individuals or groups, establishing a common cause				
Building rapport – showing respect, openness and trust				
Business acumen – understanding how business or industry works				
Coaching – giving guidance and feedback to enhance performance				
Collaboration – working with peers or clients to achieve a beneficial outcome/achieving a goal				
Composition/Writing/copy writing – crafting text				
Consultation – assessing needs and providing expertise to resolve a problem				
Counselling – developing,advising and guiding people, providing resources to help achieve goals, facilitating insight/personal growth				
Creation of images – expressing inner vision through creative, artistic or aesthetic forms, sketing, drawing				
Creation of objects – designing and making				
Creative thinking – generating new ideas, envisioning, conceiving, conceptualising and developing original, themes or concepts				
Critical thinking and reasoning – analysing and solving problems				
Customer service – managing enquiries, complaints, requests for information, serving clients and customers				
Decision making – gathering information and make informed choices				
Designing – new/innovative practices, programmes, products or environments				
Driving – a vehicle				
Empathy – listening, expressing sensitivity				
Entertainment – performing, singing, dancing, acting, playing musical instrument, giving a demonstration, speaking to an audience				
Entrepreneurship – exerting influence/ initiating change/exercising leadership/controlling/taking risks				
Evaluation – assessing, reviewing, critiquing feasibility or quality				
Event management – coordinating, handling logistics for an event/series				
Expediting – stream-lining/speeding up production or process, trouble shooting				
Facilitation of groups, meetings, processes, learning				
Hosting – welcoming, providing comfort, putting at ease, serving				
Information technology – using computers/software/applications				
Initiation – following up/introducing new plans/policies/processes				
Inspection/Testing – ensuring quality				
Installation/Operation – machinery, equipment				

Intuition – relying on feelings and perceptions to form insights, demonstrating foresight				
Language – speaking more than one language				
Leading – prioritising, taking charge, delegating, managing				
Listening – utilising active listening skills, displaying empathy				
Making Decisions – utilising logic and critical thinking				
Maintenance of records /administration– keeping accurate/ up to date/organised information				
Managing Data – organising, categorising				
Management of Projects – creating plans, controlling and reporting on progress				
Marketing – developing plans/promoting/organising sales process for products/services				
Mechanical – fixing/repairing/operating tools and equipment				
Mediation – managing conflict, playing go-between, reconciling conflict				
Mentoring – Enabling others through encouragement and consultation				
Motivation – stimulating performance				
Negotiation – bargaining, understanding all positions				
Networking – creating and maintaining connections with people				
Numerical – calculating, computing, working with formulas				
Observation – studying, scrutinising, examining data, people or things				
Planning/Organisation – defining objective(s), creating schedules, developing processes to achieve goals, coordinating, managing change, time management				
Planting/cultivation				
Preparation of food				
Problem solving – logically analysing and resolving problems and issues				
Proof-reading/editing – checking writing/making improvements				
Promotion/Selling – goods and/or services/persuading				
Providing care and support				
Questioning/Interviewing – building rapport and gathering info through questioning				
Relationship building – developing and maintaining relationships				
Research – gaining indepth knowledge and reporting on your findings				
Resolution of conflict				
Respect/encouraging diversity				
Setting Goals				
Social Media literacy – online content development/branding and marketing				
Solving problems				
Speaking/Interaction – interacting and exchanging information with people to enhance understanding				
Speaking to groups – presenting information in a compelling and effective way				
Supervision – overseeing, directing the work of others				
Synthesis or integration of information – combining different elements to create a coherent whole				
Tending animals				
Testing – measuring proficiency, quality or validity, checking				
Training/Instruction – educating, developing resources and/or programmes, informing, explaining				

Treating/nursing – healing, curing				
Using body – physical coordination/agility/active				
Using hands – constructing, maintaining, building, repairing, restoring				
Visualisation – imagining possibilities, seeing in mind’s eye				
Writing – composing reports, letters, articles, blogs, stories, sales or educational materials				

Skills Enjoyment/Competency Grid	
Enjoy using/High skill	Enjoy using/Low skill
Prefer not to use/High skill	Prefer not to use/Low skill

How can you develop further those skills which you enjoy using but do not consider to be highly skilled in/at?