

Transferable Skills List

Communication Skills

- Present information to large and small groups
- Interview people to obtain information
- Handle complaints in person/over the phone
- Persuade/influence others to a certain point of view
- Sell ideas, products, or services
- Participate in group discussions and teams
- Listen carefully and attentively
- Develop rapport easily with diverse individuals and groups of people
- Express feelings appropriately
- Negotiate/settle disagreements, help others to see all sides of situation
- Read or speak another language
- Promote concepts through a variety of media
- Write technical language, reports, manuals
- Write grant proposals
- Write copy for sales and advertising
- Edit and proofread written material
- Utilize all forms of technology for writing
- Write case studies and treatment plans
- Demonstrate expertise in grammar and style

Counseling, Serving, and Interpersonal Relations Skills

- Counsel, advise, consult, guide others
- Demonstrate empathy, sensitivity, and patience
- Help people make their own decisions
- Help others improve health and welfare
- Listen empathically and with objectivity
- Coach, guide, encourage individuals to achieve goals
- Mediate peace between conflicting parties
- Facilitate self-awareness in others
- Anticipate people's needs and reactions
- Process human interactions, understand others
- Encourage, empower, advocate for people
- Create positive, hospitable environment
- Facilitate conflict management

Training and Consulting Skills

- Teach, advise, coach, empower
- Use a variety of media for presentations
- Develop educational curriculum and materials
- Create and administer evaluation plan
- Facilitate a group
- Explain difficult ideas, complex topics
- Assess learning styles and respond accordingly
- Consult and recommend solutions

Creative and Innovative Skills

- Visualize concepts and results
- Intuit strategies and solutions
- Brainstorm and make use of group synergy
- Design materials, products, or services
- Express ideas through art form
- Create images through sketches, sculpture, models, etc.
- Utilize computer software for artistic creations
- Write poetry, fiction, plays
- Deal creatively with symbols, images, shapes, and/or colors
- Convey feelings and thoughts through art forms

Research and Analytical Skills

- Identify appropriate information sources
- Search written, oral, and technological information
- Interview primary sources
- Hypothesize and test for results
- Compile numerical and statistical data
- Classify and sort information into categories
- Gather information from a number of sources
- Utilize electronic search methods
- Study data or behavior for meaning and solutions
- Analyze quantitative, qualitative, physical, or scientific data
- Write analysis of study and research
- Compare and evaluate information
- Formulate insightful and relevant questions
- Use technology for statistical analysis
- Work with precision with numerical data
- Keep accurate and complete records
- Create computer generated charts, graphs, and tables for presentation

Planning and Organizing Skills

- Identify and organize tasks or information
- Coordinate and organize people, activities, processes, systems, and programs
- Develop a plan and set objectives
- Set up and keep time schedules
- Anticipate problems and respond with solutions
- Develop realistic goals and action to attain them
- Create guidelines for implementing an action
- Create efficient systems
- Plan and manage events

Leadership, Management, and Administrative Skills

- Envision the future and lead change
- Establish policy and/or procedures
- Set goals and determine courses of action
- Motivate/inspire others to achieve common goals
- Encourage others to do their best
- Create innovative solutions to complex problems
- Develop and mentor talent
- Negotiate terms and conditions
- Manage personnel, projects, and time
- Delegate responsibility and review performance
- Increase productivity and efficiency to achieve goals
- Develop and facilitate work teams
- Provide training for development of staff
- Adjust plans/procedures for the unexpected
- Facilitate conflict management
- Hire and supervise personnel as needed
- Demonstrative flexibility during crisis
- Track progress of projects and troubleshoot
- Develop and monitor budgets
- Manage multiple tasks

Numerical Skills

- Solid ability with basic arithmetic
- Multiplying numbers in your head
- Adding long columns of figures
- Figuring out percentages
- Recognizing patterns and relationships in numbers
- Gaining valuable information from graphs, tables and charts
- Quickly spotting numerical errors
- Sensing when an answer or number could not be correct
- Storing large amounts of numerical data in your head
- Making decisions based on numerical data

- Making rough calculations/estimates in your head
- Analyzing statistical data

Financial Skills

- Developing a budget
- Staying within a budget
- Finding bargains
- Estimating costs
- Eye for a profit
- Recognizing money making opportunities
- Managing money/making money grow
- Setting financial priorities
- Developing cost cutting solutions
- Negotiating financial deals
- Understanding economic principles
- Gut feeling for financial trends
- Ability to get financing

Office Skills

- Making arrangements
- Scheduling
- Expediting
- Concentrating on details
- Efficient with paperwork
- Using the telephone or email to get things done
- Organizing an office
- Creating systems for data storage/retrieval
- Memory for detail
- Cutting through red tape to accomplish goals
- Proofreading/correcting
- Processing information accurately

Physical Skills

- Finger/hand dexterity
- Physical coordination
- Quick reflexes
- Physical endurance
- Depth perception
- Able to see things others miss
- Skilled at sports
- Good sense of smell/hearing/sight/touch/taste

Mechanical and Tool Skills

- Inventing
- Assembling/building/installing
- Precision work
- Operating power tools

- Using hand tools
- Fixing and repairing
- Troubleshooting/diagnosing problems
- Drafting/mechanical drawing
- Understanding manuals/diagrams
- Understanding electricity

Problem-Solving Skills

- Anticipating problems
- Solving problems
- Bringing order in a chaotic situation
- Determining root causes
- Selecting most effective solution
- Improvising under stress
- Helping a group identify solutions
- Handling difficult people
- Staying calm in emergencies
- Intuitively sensing where the problem is and usually being right