

# Transferable Skills Checklist

## **Interpersonal Skills**

Able to interact successfully with a wide range of people, know how to interpret and use body language

## **Oral Communication Skills**

Presents information and ideas clearly and concisely, with content and style appropriate for the audience (whether one-to-one); presents opinions and ideas in an open, objective way

## **Public Speaking Skills**

Able to make formal presentations; presents ideas, positions, and problems in an interesting way

## **Counseling Skills**

Corresponds to what other have said in a non-judgmental way ("active listening"); builds trust and openness with others

## **Coaching/Mentoring Skills**

Gives feedback in a constructive way; helps others to increase their knowledge or skills

## **Teaching/Training Skills**

Able to help others gain knowledge and skills; able to create an effective learning environment

## **Supervising Skills**

Delegates responsibilities and establishes an appropriate system of accountability; able to monitor progress and assess the quality of job performance of others.

## **Leadership Skills**

Motivates and empowers others to act; inspires trust and respect in others

## **Persuading Skills**

Communicates effectively to justify a position or influence a decision; able to sell products or promote ideas

## **Negotiating Skills**

Able to negotiate skillfully; knows how and when to make compromises

## **Meditation Skills**

Able to resolve conflicts that stems from different perspectives or interests; able to deal with conflict in an open, honest and positive way

## **Interviewing Skills**

Asks and responds to questions effectively; able to make others feel relaxed and to create a feeling of trust

## **Customer Service Skills**

Able to build a relationship of mutual trust with clients; able to handle complaints and concerns in a sensitive way

## **Caregiving Skills**

Able to empathize with others; able to give sensitive care to people who are sick or elderly or who have severe disabilities

## **Analytical/Logical Thinking Skills**

Able to draw specific conclusions from a set of general observations or from a set of specific facts; able to synthesize information and ideas

## **Critical Thinking Skills**

Able to review different points of view or ideas and make objective judgements; investigates all possible solutions to a problem, weighing the pros and cons

## **Creative Thinking Skills**

Able to generate new ideas, invent new things, create new images or designs; find new solutions to problems; able to use wit and humor effectively

## **Problem-Solving Skills**

Able to clarify the nature of a problem, evaluate alternatives, propose viable solutions and determine the outcome of the various options

## **Decision-Making Skills**

Able to identify all possible options, weigh the pros and cons, assess feasibility and choose the most viable option.

## **Planning Skills**

Able to plan projects, events, and programs; able to establish objectives and needs, evaluates options, chooses best option

## **Organizational Skills**

Able to organize information, people or things in a systematic way; able to establish priorities and meet deadlines

## **Advanced Writing Skills**

Able to select, interpret, organize, and synthesize key ideas; able to edit a written text to ensure that the message is as clear, concise, and accurate as possible

## **Research Skills**

Knows how to find and collect relevant background information; able to analyze data, summarize findings and write a report

## **Financial Skills**

Able to keep accurate financial records; able to manage a budget (that is preparing sound budgets and monitoring expenses)

## **Language Skills**

Functionally bilingual; able to translate and/or interpret in a given language

## **Advanced Computer Skills**

Able to use a variety of software programs; knowledge about desktop publishing or web design

## **Technological Skills**

Understands technical systems and operates effectively within them; understands technical specifications; reads technical manuals with ease

## **Performing Skills**

Able to make presentations for video or television in an interesting way; able to entertain, amuse and inspire an audience

## **Artistic Skills**

Uses color and design creatively; able to design displays and publicity material (print, video, internet)

## **Perceptual Skills**

Able to visualize new formats and shapes; able to estimate physical space

## **Mechanical Skills**

Able to install, operate and monitor the performance of equipment and mechanical devices; able to repair mechanical devices

## **Adaptability Skills**

Capacity to adapt to new situations and settings and to tolerate change well; flexibility to adapt to the needs of the moment

## **Administrative/Clerical Skills**

Able to operate computers and other basic office equipment; able to design and maintain filing and control systems

