TRANSFERRABLE SKILLS

Transferable Skills are often referred to as “portable” or “universal” skills because they are utilized in numerous situations and because they are obtained through various sources (such as school, work, volunteer activities, etc.), deliberately or unintentionally.

Key Skills

- Attending to Detail
- Being Punctual
- Collaborating
- Cooperating
- Enforcing Policies
- Enlisting Help
- Implementing Decisions
- Instructing Others
- Making Decisions
- Managing Money/People/Time
- Meeting the Public
- Negotiating
- Organizing
- Public Speaking
- Reporting Information
- Setting & Meeting Deadlines
- Writing Effectively

Dealing with Data

- Analyzing Data
- Auditing Records
- Detailed-Oriented
- Budgeting
- Calculating/Computing
- Checking for Accuracy
- Classifying Things
- Comparing
- Compiling
- Defining Needs
- Evaluating
- Extracting Important Information
- Forecasting
- Investigating
- Keeping Financial Records
- Observing/Inspecting
- Predicting
- Recording Facts
- Researching
- Synthesizing
- Taking Inventor

Leadership Abilities

- Coordinating Tasks
- Delegating Responsibility
- Directing Others
- Handling Details
- Influencing Others
- Initiating New Tasks
- Making Decisions
- Managing/Directing Others
- Mediating Problems
- Negotiating Agreements
- Planning
- Running Meetings
- Selling Ideas/Products
- Solving Problems

Using Hands

- Assembling Things
- Building Things
- Constructing Buildings
- Driving/Operating Vehicles
- Good with Hands
- Observing/Inspecting
- Operating Tools/Machines
- Repairing Things
- Using Complex Equipment

Using Words & Ideas

- Articulating
- Communicating Verbally
- Corresponding with Others
- Facilitating Group Discussion
- Imagining Alternatives
- Providing Appropriate Feedback

Creative/Artistic

- Dancing
- Drawing
- Performing/Acting
- Presenting Artistic Ideas

Personality Traits

- Dependable
- Enthusiastic
- Flexible
- Friendly
- Hard-working
- Intelligent
- Learns Quickly
- Patient
- Persistent
- Pride in Doing a Job
- Responsible
- Results-Oriented
- Self-Motivated

Working with People

- Empathy
- Caring for Others
- Counseling
- Demonstrating
- Describing Feelings
- Developing Rapport
- Helping Others
- Interviewing
- Listening
- Mentoring
- Negotiating
- Perceiving Nonverbal Messages
- Persuading
- Representing Others
- Supervising
- Teaching
- Understanding

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