YOUR TRANSFERABLE SKILLS CHECKLIST

You have more skills than you think! Place check marks in boxes for the skills you've already developed, and circles in boxes for the skills you'd like to strengthen further.

Communication

- ☐ Listen actively
- ☐ Present effectively to groups at all levels
- ☐ Edit and proofread documents
- ☐ Write reports, manuscripts, processes
- ☐ Teach new skills
- ☐ Express ideas verbally
- ☐ Translate written material

Leadership

- ☐ Explain goals, processes, culture
- ☐ Facilitate meetings and discussions
- ☐ Forecast spending and create budget
- ☐ Delegate tasks and direct others' work
- ☐ Make decisions and recommendations
- ☐ Recruit and/or train new members
- ☐ Build relationships with stakeholders

Technical

- ☐ Evaluate quantitative or qualitative data
- ☐ Model processes digitally
- ☐ Build prototypes
- ☐ Develop frameworks and ensure quality
- ☐ Run experiments and trials
- ☐ Collect data through fieldwork
- ☐ Keep up to date in specialized area

Professionalism

- ☐ Adapt easily to changing situations
- ☐ Learn new skills quickly
- ☐ Demonstrate integrity & ethical behavior
- ☐ Produce high-quality work/meet deadlines
- ☐ Demonstrate respect for all
- ☐ Take responsibility for mistakes

Coaching & Consulting

- ☐ Mentor, coach, or guide people
- ☐ Motivate & inspire others to do their best
- ☐ Set high standards for yourself and others
- ☐ Coordinate activities of various groups
- ☐ Demonstrate knowledge and expertise
- ☐ Provide constructive feedback in writing and in person

Interpersonal & Teamwork

- ☐ Relate to diverse populations
- ☐ Understand perspectives of others
- ☐ Provide constructive feedback
- ☐ Mediate conflict
- ☐ Collaborate to achieve results
- ☐ Build and maintain relationships

Project Management

- ☐ Set goals and achievable objectives
- ☐ Organize information, projects and resources
- ☐ Plan projects
- ☐ Prioritize and schedule tasks and/or events
- ☐ Monitor progress or status of project
- ☐ Practice continuous improvement
- ☐ Collect and review all documentation

Research & Analysis

- ☐ Recognize and/or identify problems
- ☐ Analyze problems or issues
- ☐ Research by gathering information/data
- ☐ Synthesize info from many sources
- ☐ Interpret underlying info from themes
- ☐ Evaluate options to reach conclusion
- ☐ Prepare materials for view

Critical Thinking & Problem Solving

- ☐ Brainstorm ideas and possibilities
- ☐ Apply logic to issues and problems
- ☐ Compare and contrast possibilities
- ☐ Use both facts & intuition as needed
- ☐ Anticipate possible obstacles
- ☐ "Think outside the box"

Creative/ Innovation

- ☐ Create prose/artwork/music/graphics
- ☐ Design exhibits/concepts/lesson plans
- ☐ Direct groups of people
- ☐ Invent new products or processes
- ☐ Perform in play/dance/television
- ☐ Choreograph dances or plays

Top 5 skill areas to use in my LinkedIn profile and documents:

1.

2.

3.

4.

5.