## Transferable Skills

### Human Relations Skills
- Sensitivity to others
- Treating people fairly
- Listening intently
- Communicating warmth
- Establishing rapport
- Understanding human behavior
- Empathy
- Tactfulness
- Cooperative team member
- Avoiding stereotyping people
- Feeling comfortable with different kinds of people
- Fun person to work with
- Treating others as equals
- Dealing effectively with conflict
- Helping clarify misunderstandings
- Creating an environment of social interaction

### Training/Instructing Skills
- Enhancing people’s self-esteem
- Working effectively with those often ignored or considered undesirable
- Letting people know you really care about them
- People sense you feel what they’re feeling
- Helping people help themselves
- Encouraging others to expand and grow
- Facilitating self-assessment and personal development

### Helping Skills
- Helping people
- Patient with difficult people
- Responsive to people’s feelings and needs
- Counseling/Empowering
- Encouraging people
- Assisting people in making decisions

### Developing training materials that enhance and speed up learning
- Keeping classes interesting
- Presenting interesting lectures
- Creating the sense of being part of a caring group
- Assessing learning styles of individuals and tailoring training
- Presenting written or spoken information in a logical step-by-step fashion that builds a solid foundation for future learning
- Sensing when people aren’t “getting” it
- Being able to rephrase points so people “get” it
- Quickly establishing rapport with a group
- Developing and effectively using audio-visual aids
- Maintaining productive group discussions

### Leadership Skills
- Leader
- Motivating/Inspiring people
- Getting elected/getting selected as a group leader
- People believe in you/trust you
- Causing change
- Stirring people up
- Making difficult decisions
- People are motivated to follow your lead and recommendations
- Fighting the establishment or unfair policies
- Accepting responsibility for failures
- Decisive in crisis situations
- Sound judgment in emergencies
- Settling disagreements
- Open to other people’s ideas
- A person of vision
- Getting others to share your vision
- Recognizing the need for change and willing to undertake it
- Perceived as a person with high integrity
- Recognizing windows of opportunity
- Recognized as one worthy of taking the lead
- Sensing when to compromise and when to fight
- Reputation for being highly reliable and taking on new responsibilities
- Giving credit to others
Managing Skills

• Seeing the big picture
• Completing projects on time
• Setting priorities
• Breaking through the red tape
• Organizing projects and programs
• Managing projects
• Establishing effective policies/procedures
• Negotiating and getting desired results
• Working closely and smoothly with others
• Gaining trust and respect of key people
• Making effective recommendations
• Anticipating problems and issues and preparing alternatives
• Taking the initiative when opportunity appears
• Effectively overseeing a myriad of details
• Handling details well without losing sight of the big picture
• Responsive to other’s needs
• Finding and obtaining the resources necessary for a task

Supervising Skills

• Getting maximum output from people
• Understanding human motivation
• Developing a team that truly works together
• Training and developing staff
• Encouraging people to seek personal and professional growth
• Developing a smooth functioning organization
• Effectively disciplining when necessary

Persuading Skills

• Influencing others’ ideas and attitudes
• Mediating between groups
• Obtaining consensus among diverse groups
• Effectively selling ideas to top people

Speaking Skills

• Holding the attention of a group
• Strong, pleasing voice
• Clear enunciation
• “Reading” a group
• Impromptu speaking
• Thinking quickly on your feet
• Telling stories
Using humor
Handling questions well
Getting a group to relate to you
Coming across as sincere and spontaneous
Making convincing arguments
Providing clear explanations of complex topics
Presenting ideas in a logical, integrated way

Numerical Skills
Solid ability with basic arithmetic
Multiplying numbers in your head
Figuring out “story” problems
Adding long columns of figures
Figuring out percentages
Recognizing patterns and relationships in numbers
Gaining lots of valuable information from graphs, tables, and charts
Quickly spotting numerical errors
Sensing when an answer or number could not logically be correct
Storing large amounts of numerical data in your head

Making decisions based on numerical data
Making rough calculations/estimates in your mind
Analyzing statistical data

Office Skills
Making arrangements
Scheduling
Expediting
Concentrating on details
Efficient with paperwork
Using the telephone to get things done
Knowing how to get information
Organizing an office
Creating systems for data storage/retrieval
Memory for detail
Quickly spotting errors
Thorough understanding of regulations and procedures
Cutting through the red tape to achieve a goal
Expert at using and manipulating the system to resolve a problem
Processing information accurately
Pleasant phone voice

Learning office procedures quickly
Operating business machines
Proofreading, correcting

Mechanical and Tool Skills
Inventing
Improvising with a machine or tool
Assembling/Building/Installing
Precision work
Operating power tools
Using hand tools
Operating machinery/equipment
Driving cars, trucks, and equipment
Fixing and repairing
Troubleshooting/Diagnosing problems
Figuring out how things work
Drafting/Mechanical drawing
Understanding manuals/diagrams
Mechanical ability
Understanding electricity
Reading gauges/instruments

Idea Skills
Imaginative

Conceiving and generating ideas
Improvising
Innovative
Creative
Inventing
Conceptualizing
Synthesizing and borrowing ideas, and creating something new
Seeing the big picture
Developing new theories
Recognizing new applications for ideas or things
Open to new ideas from others
Able to look beyond the way things have been done in the past
Refusing to become fixated on a single idea and looking for better ideas
Seeing things others don’t see
Finding ways to improve things
Bringing together two distinct concepts to produce something original

Writing Skills
Overall writing ability
Writing clear concise sentences
Grammatically correct writing
Strong versatile vocabulary
• Developing a logical, well-organized theme
• Vividly describing feelings, people’s senses, and things
• Stirring up people’s emotions
• Creating living, real, believable characters
• Developing logical and persuasive points of view
• Summarizing and condensing written material
• Editing, strengthening, tightening someone’s writing
• Humorous writing
• Simplifying scientific and technical material
• Making “dry” subjects interesting
• Writing
  - Letters
  - Memos
  - Reports
  - Position papers
  - Research reports
  - News articles
  - Speeches
  - Manuals
  - Proposals for funding
  - Poetry
  - Song lyrics
  - Fiction
  - Satire
  - Slogans

- Advertising
- Planning Skills
  • Planning problems and projects
  • Setting attainable goals
  • Determining priorities
  • Forecasting/Predicting
  • Scheduling effectively
  • Making persuasive recommendations
  • Using facts while trusting gut feelings
  • Time management
  • Accurately predicting results of proposed action
  • Accurately assessing available resources
  • Anticipating problems before they develop
  • Anticipating reactions of people and sensing whether they will support a proposal
  • Finishing projects on time
  • Sensing whether a project or program will work and making appropriate recommendations
  • Developing alternative actions in case the primary plan doesn’t work as expected
  • Developing innovative methods and techniques
• Predicting where bottlenecks can occur and preparing workable plans to get around the bottlenecks
• Considering all the details of a project, even the smallest

- Organizing Skills
  • Organizing/Planning events
  • Organizing offices
  • Organizing systems
  • Organizing people to take action
  • Organizing data/information
  • Making sure people are in the right place at the right time
  • Organizing enjoyable and memorable happenings

- Problem Solving and Troubleshooting Skills
  • Anticipating problems
  • Solving problems
  • Untangling messes
  • Brining order out of a chaotic situation
  • Determining root causes
  • Intuitively sensing where the problem is and usually being right

- Financial Skills
  • Developing a budget
  • Staying within budget
  • Finding bargains
  • Estimating costs
  • Negotiating financial deals
  • Recognizing money-making opportunities
  • Ability to buy low and sell high
  • Managing money/ making money grow

- Planning Skills
- Organizing Skills
- Problem Solving and Troubleshooting Skills
- Financial Skills
• Setting financial priorities
• Develop cost cutting solutions
• Understanding economic principles
• Eye for a profit
• Gut feeling for financial trends
• Ability to get financing

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**Body Skills**

• Finger and hand dexterity
• Eye-hand coordination
• Physical coordination
• Quick reflexes/reactions
• Walking long distances
• Standing for long periods
• Strong arms/legs/back
• Running, jumping, and throwing
• Lifting/carrying
• Physical endurance
• Steady hands
• Sorting things
• Depth perception
• Working quickly with hands and fingers
• Sense of taste, smell, hearing, touch, and rhythm
• Able to see/spot things others miss
• Skilled at sports
• Control over your body

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**Researching and Investigating Skills**

• Working on research projects
• Researching in the library
• Knowing how to find information
• Able to sift important information from unimportant
• Investigating
• Tracking down information
• Following up on leads

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**Observing Skills**

• Intuitive
• Highly observant of surroundings
• Long memory of scenes once observed
• Hearing/feeling/seeing things others are unaware of
• Perceptive/sensitive/aware
• Picking up on people’s feelings, reactions, and attitudes
• Eye for fine/small details
• Spotting slight changes in things
• Recalling names and faces of people

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**Performing Skills**

• Poised and confident before groups
• Showmanship
• Responsive to audience moods
• Making people laugh

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**Organizing large amounts of data and information**
• Keeping an open mind
• Summarizing findings
• Designing research projects
• Discovering new things or phenomena
• Relentlessly seeking an answer
• Developing new testing methods
• Gathering information from people
• Producing surveys or questionnaires
• Identifying relationships
• Detecting cause and effect relationships
• Collecting data
• Using statistical data
• Weaving threads of evidence together
• Developing hypotheses
• Extracting pertinent information from people

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**Analyzing Skills**

• Interpreting/evaluating data
• Evaluating reports and recommendations
• Analyzing trends
• Accurately predicting what will occur based on facts, trends, and intuition
• Designing systems to collect or analyze information
• Weighing pros and cons of an issue

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• Getting an audience involved with you
• Getting an audience to relate to you
• Powerful stage presence
• Getting an audience enthusiastic or excited
• Eliciting strong emotions from an audience
• Stirring up an audience to take some type of action
• Entertaining an audience
• Playing musical instruments
• Dancing
• Acting
• Singing
• Modeling
• Poetry reading
• Simplifying complex ideas
• Exposing illogical thinking
• Seeing both sides of an issue
• Synthesizing ideas
• Clarifying problems
• Diagnosing needs/problems
• Breaking down principles into parts
• Constantly looking for a better way
• Identifying more efficient ways of doing things
• Getting to the heart of an issue

Artistic Skill

• Excellent taste
• Artistic
• Sense of color combinations
• Sense of beauty
• Drawing scenes/people
• Painting
• Depth perception
• Envisioning the finished product/sensing how it will all come together
• Sense of proportion and space
• Envisioning in three dimensions
• Spatial perception
• Designing visual aids
• Calligraphy/lettering
• Appreciating and valuing fine works of art
• Capturing a feeling, mood, or idea through photography, drawing, sculpting, cartoons, music, etc
• Developing visually pleasing things
• Applied sense of color, shape, design
• Conceiving visual representations of ideas and concepts
• Sensing what will work and look right
• Sensing what people will appreciate
• Working well with artistic people
• Producing high quality mechanical and line drawings
• Understanding the difference between good and great art