

Identifying your Personal Management and Transferable Skills

The following are a list of skills that are transferable from one job to another. Think about your past experiences and decide which of the following skills you have used. Check off the skills (✓) and then make a list of your strongest five skills in the space given below. Record the page total in the lower left corner.

- _____ Analyzing
- _____ Assembling
- _____ Calculating
- _____ Coaching
- _____ Constructing
- _____ Coordinating
- _____ Corresponding
- _____ Counseling
- _____ Creating
- _____ Deciding
- _____ Delegating
- _____ Designing
- _____ Displaying
- _____ Editing
- _____ Estimating
- _____ Evaluating
- _____ Fund Raising
- _____ Group facilitating
- _____ Handling Complaints
- _____ Inspecting
- _____ Interviewing
- _____ Investigating
- _____ Managing
- _____ Meeting the Public
- _____ Monitoring
- _____ Motivating
- _____ Observing
- _____ Operating
- _____ Organizing
- _____ Planning

- _____ Programming
- _____ Promoting
- _____ Recording
- _____ Record Keeping
- _____ Repairing
- _____ Researching
- _____ Selling
- _____ Serving
- _____ Speaking in Public
- _____ Supervising
- _____ Teaching
- _____ Troubleshooting
- _____ Updating
- _____ Using Instruments
- _____ Writing

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My five strongest skills are:

1. _____
2. _____
3. _____
4. _____
5. _____

1. The following are Transferable / Personal Management skills listed under specific heading.
2. Check off (√) the skills you have.
3. Record the total of checkmarks for each skill heading in the left margin.
4. Also record a page total in the lower left corner.

COMMUNICATION

- Communicate effectively with family, friends, co-workers, peers, supervisors,
- Exchange and discuss ideas, situations, concepts, problems and solutions
- Converse (talk) to strangers in ordinary settings
- Speak in public, make presentations; deliver a speech in front of an audience
- Listen paying close attention to what is being said both verbally and non-verbally
- Question; ask clear questions to obtain useful or necessary information from others or to help them gain insight
- Explain information and situations to others in a clear, complete and concise manner so they will understand
- Persuade or convince others to do what you want or what is necessary
- Resolve issues; bring a situation to a successful conclusion
- Negotiate; bargain with others to solve a problem or reach an agreement
- Teach others new ideas, concepts, information
- Chair meetings; preside over a group of people who come together for a purpose, follow up an agenda, listen, speak, encourage, and discuss
- Read; gather information from written materials, following written instructions
- Write letters, documents, reports using good grammar spelling and punctuation; be able to explain yourself/things clearly

INTERPERSONAL SKILLS

- Get along with others, demonstrating respect and caring about the feelings and thoughts of others; be considerate
- Using diplomacy; display discretion and tact, particularly when dealing with sensitive issues
- Support others with their problems, support their decisions and initiatives
- Accept authority; be able to work under pressure
- Respect differences-appreciate a difference of opinion, diversity and accepting the uniqueness of others
- Work on a team; cooperate with others to achieve a common goal

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INTERPERSONAL SKILLS (con't)

- ___ State opinions; have the confidence and assertiveness to state your views, give your ideas and suggest alternative solutions or concepts, etc.
- ___ Build relationships; develop and participate in a variety of associations with others, inside and outside the workplace

TEACHING / TRAINING

- ___ Design learning materials to meet learning objectives
- ___ Create effective learning environments to the best of your ability
- ___ Demonstrate ideas and concepts through real life and work examples
- ___ Provide one-one-one instruction as required
- ___ Design educational events
- ___ Demonstrate enthusiasm for learning & teaching to encourage others to learn
- ___ Acknowledge the participant's progress
- ___ Encourage the learners to do their personal best

COUNSELLING / CONSULTING

- ___ Give constructive feedback beginning with what the person did well
- ___ Coach and mentor others by sharing your knowledge and expertise to support others
- ___ Inspire others to follow their goals and do their personal best
- ___ Solve problems, guide others, listen, brainstorm to find possible solutions, offer suggestions
- ___ Serve, care, do things for others; provide a service when others are in need
- ___ Cooperate and work with others to reach a common goal
- ___ Facilitate learning, make it easier for others to complete a task
- ___ Advice, counsel, help others to cope with personal, emotional, educational and work concerns

INTUITION / UNDERSTANDING

- ___ Develop rapport with colleagues, peers, supervisors to engender trust and a more positive work environment
- ___ Demonstrate empathy when appropriate to assist others
- ___ Possess the ability to quickly assess people and situations
- ___ Understand people's motivations
- ___ Act on gut instinct

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LEADERSHIP

- ___ Initiate new ideas, projects, work methods, programs to improve quality, performance, reduce error, remain competitive, meet deadlines, client, government or company requirements
- ___ Make decisions, choose a course of action, and accept responsibility for the outcome
- ___ Make the first move to build relationships with supervisors, clients, patients, peers, strangers, relative government departments, etc.
- ___ Promote change to improve quality, facilitate team environment, increase production, improve relationships, etc.
- ___ Direct / supervise / oversee / monitor / manage the work of others and accept responsibility for their performance
- ___ Initiate projects, improvements, relationships with clients, bosses or staff to get things started
- ___ Provide feedback to staff, clients, supervisors even if they don't want to hear it ensuring it is done with respect and is accurate factual and describes relevant information regarding their work, behaviour, appearance, performance or something that has been misrepresented. (Give specific examples to support your feedback)
- ___ Take risks to move forward, suggest new concepts, remain competitive or meet deadlines, etc.
- ___ Guide and monitor group discussions to maintain order, relevancy and purpose
- ___ Interview; question to obtain information, to understand the situation, find evidence, get to know the person's qualifications
- ___ Plan to develop projects, ideas, concepts through systematic preparation, and decide the order of the work, events or people
- ___ Organize / coordinate people, resources, materials, equipment, supplies to put the plan, project or work into effect or motion
- ___ Coach others, on a one-to-one basis or in groups, to assist others to reach their goals, objectives or potential
- ___ Engender trust by being honest, assertive and consistent in your leadership approach
- ___ Risk taking; taking chances based on your assessment of a situation; make decisions and take action when you are not sure what the outcome will be
- ___ Adjust to ever changing environments and prepare for the unexpected
- ___ Evaluate all work upon completion to determine strengths, weakness, failures successes and develop strategies for future improvements based on the findings

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MANAGEMENT / SUPERVISION

- ___ Set goals and objectives to reach deadlines, improve production or quality, etc.
- ___ Organize people, projects, events or work
- ___ Build a team to produce work, do research, conduct surveys, improve efficiency
- ___ Delegate authority, projects, scheduled tasks
- ___ Show initiative to get things done, meet or surpass deadlines or targets
- ___ Oversee work projects, quality, events, manpower
- ___ Develop timelines for projects, the sequencing of events, to monitor progress, deadlines, etc.
- ___ Understand the effects and symptoms of stress on workers and implement change to reduce stress whenever possible
- ___ Build relationships, develop and participate in events with others

PROBLEM SOLVING / LOGICAL THINKING

- ___ Clarify problems, evaluate alternatives, generate solutions
- ___ Investigate, research, gathering information in an organized manner to determine facts and principles
- ___ Assess quality to determine the merit or worth of work being performed
- ___ Synthesize by putting facts and ideas together in new and creative ways, find new ways to look at problems or to do things
- ___ Test ideas / concepts to determine validity, feasibility, need, etc.
- ___ Determine outcomes, consequences, timeless
- ___ Assess and accurately estimate or evaluate the nature of a situation or an issue
- ___ Trace problems to root cause; look beyond the obvious, think outside the box
- ___ Set priorities to reach objectives, goals, deadlines
- ___ Visualize patterns and structures and ideas to develop new products, alternative solutions, new products, methods or solutions

ORGANIZING

- ___ Manage Information; maintain records of inventory, budgets, databases, network systems, etc.
- ___ File, sort information into organized systems
- ___ Coordinate, mobilize people, materials, equipment, thoughts in an orderly manner
- ___ Follow direction and complete tasks
- ___ Schedule projects, timetables, itineraries, etc. to track progress
- ___ Organize work site, tools, materials, equipment, manpower, meetings, etc.
- ___ Organize the home activities, meals, household chores, arrange childcare
- ___ Determine the sequence of tasks according to priorities

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PLANNING

- ___ Set policies for companies, government or organizations
- ___ Develop and research alternatives to solve problems, meet customers specifications, deadlines, etc.
- ___ Outline procedures to ensure safety, standards are followed and deadline are met
- ___ Assess and adjust priorities when required
- ___ Monitor and assess quality of products, services, projects

TIME MANAGEMENT

- ___ Determine priorities assess activities and complete what is important
- ___ Schedule predict how much time things will take, set timeframes for activities, projects
- ___ Record dates and use planners such as calendars and appointment books to keep track of activities
- ___ Adjust and revise your schedule to accommodate changes and unexpected events
- ___ Be timely, complete work on time, meet project deadlines; arrive at class, meetings, appointments on time; respond to correspondence, messages, etc. in a reasonable time frame
- ___ Coordinate the work, equipment, manpower, materials, etc. for simultaneous projects to ensure deadlines were met

BUDGETING

- ___ Determine assets and liabilities, income and expenses
- ___ Process accounts payable / receivables
- ___ Forecast profits / losses
- ___ Set up investment plans for client and invest monies in secured and unsecured portfolios
- ___ Set financial goals to obtain financial security, to remain a competitive company, etc.
- ___ Analyze previous budgets, profits/loses, expenses and income to forecast and develop yearly budgets

NUMERICAL SKILLS

- ___ Calculate, count using basic arithmetic skills of adding, subtracting, multiplication and division
- ___ Measure using tools, equipment or devices to determine length, width, depth angles, volume, weight, etc.

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NUMERICAL SKILLS (con't)

- ___ Locate underground power lines, cabling, aqueducts, etc. with the use of devices specific to this career
- ___ Estimate costs, size, man-hours, materials, equipment, etc.
- ___ Prepare daily, weekly, monthly, quarterly and annual budgets for self, employers, projects, volunteer organizations, clients, investing, etc. manually or using computerized software
- ___ Use numerical reasoning and statistics to determine feasibility, forecast profits/losses, etc.
- ___ Read and interpret data and statistics
- ___ Track trends; using numeric information sources to follow changes that will affect your life/work

COMPUTATIONAL / PROCESSING INFORMATION / ADMINISTRATIVE SKILLS

- ___ Keep records, manage budgets, schedule work and events, organize meetings
- ___ Use computer software applications to type, edit, produce documents, reports, brochures, signs, invitations, certificates
- ___ Apply computerized accounting software to do payroll, accounts payable/receivable, etc.
- ___ Track inventory and process sales using computerized equipment/software
- ___ Photocopy, scan, fax, email, use the Internet, correlate, file, sort, retrieve and produce data, pictures, blueprints, graphs using applicable equipment and software programs
- ___ Answer telephones, handle switchboards, record messages, transfer calls and use voice mail

INNOVATIVE / CONCEPTUALIZING

- ___ Imagine or visualize concepts, ideas to create new products, services, etc.
- ___ Invent new products, equipment
- ___ Design, display and deal creatively with spaces, products, colours or images
- ___ Conceive new interpretations
- ___ Improve, adapt, improvise to make changes or modifications to get the job done; find new ways to accomplish tasks
- ___ Envision/imagine or form a mental image of something and determine the steps requires to move towards it
- ___ Design projects, systems, products, processes, techniques

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INFLUENCING IDEAS AND ACTIONS

- ___ Negotiate contracts, costs, salary, union issues, working conditions, benefits while representing yourself, the company or others
- ___ Manage or resolve conflicts with supervisors, peers, subcontractors, contractors, suppliers, etc.
- ___ Collaborating with others to meet deadlines, obtain materials/equipment, etc.
- ___ Represent others opinions, needs, to company, government officials, etc.
- ___ Debate issues
- ___ Persuade others, recruit people, sell products, services, ideas, concepts, etc.
- ___ Market products, services and ideas to individuals, companies, associations, educational institutes, etc.

MECHANICAL

- ___ Set up or assemble products, parts, equipment
- ___ Monitor mechanical performance
- ___ Maintain equipment, computers, appliances, machinery, power tools
- ___ Operate, feed or empty machinery
- ___ Troubleshoot, assess and identify malfunctions; make necessary repairs or install new parts
- ___ Construct or build industrial, commercial, residential or rural structures, roads, dams, bridges, parks, swimming pools, etc.
- ___ Use power tools, levels, multi-metres, gauges, stethoscopes, etc.
- ___ Operate vehicles, heavy equipment, machinery
- ___ Produce or manufacture products, equipment, et.

TECHNICAL

- ___ Use computers; understand and perform (basic, intermediate or advanced) computer operations
- ___ Measure using devices to ensure that the exact size or capacity is achieved according to the defined standards
- ___ Maintain equipment by conducting routine maintenance and adjusting equipment to ensure it is working properly
- ___ Troubleshoot by assessing and identifying malfunctions; repair the malfunction or determine and implement solutions
- ___ Read blueprints, understand specifications, buildings codes
- ___ Manage, maintain, monitor or control electrical power production
- ___ Use computerized software specific to your career

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