

Identifying your transferable skills

Transferable skills are the skills that can be applied to a huge range of situations. Work through this worksheet to identify your interest and competency in a range of transferable skills. First tick your interest in each skill, and then assess how competent you are.



SKILL	Interest				Competency			
	Enjoy very much	Like Using	Prefer not to use	Strongly dislike	Highly Competent	Competent	Little or no skill	
Rating								
PEOPLE • COMMUNICATION • INTERPERSONAL								
Build rapport & trust with others								
Coach & motivate others								
Collaborate with others								
Develop & maintain networks								
Draw out group discussion & insight								
Empower, mentor & enable people								
Explain & give information or advice								
Influence & persuade others								
Instruct, teach, train or facilitate								
Interview for information								
Lead people by providing inspiration & vision								
Link or liaise between people or groups								
Negotiate, arbitrate or mediate between conflicting parties								
Public speaking or presenting								
Talk, listen, reflect, empathise or clarify feelings or issues with people								
Training programme & resource preparation & delivery								
Use team building skills & strategies								
CUSTOMER SERVICE • SALES								
Handle customer service enquiries, complaints, requests for information								
Manage customer & supplier relationships								
Manage sales teams								
Manage sales territories								
Prepare & negotiate quotes & contracts								
Promote & sell ideas, products or services								
CREATIVE THINKING & INNOVATION								
Conceive & develop original & innovative ideas, themes, concepts								
Interact with others to 'spark' ideas								
Think laterally, outside the square & without parameters								

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Visualise & imagine possibilities & ideas								
CRITICAL THINKING								
Evaluate systems, processes, problems or issues								
Investigate, analyse & diagnose problems & issues								
Synthesize & integrate ideas & information								
Understand causes & explore options to solve problems								
Use quality control & measurement tools & techniques								
RESEARCH • INFORMATION MANAGEMENT								
Analyse & interpret written information or numeric data								
Calculate, collate & interpret statistical or numeric data								
Classify, group, categorize or systemize information								
Investigate, analyse, evaluate & develop conclusions & recommendations								
Monitor & keep track of information								
Proofread & edit written information or data								
Read & interpret legislation								
Research & gather information & data								
Use creative writing or copywriting skills								
Write factual reports, correspondence, manuals or publications								
Write, review or edit literary works, scripts etc								
BUSINESS MANAGEMENT								
Business process & system improvement & management								
Event, programme or project management or organisation								
Facility, property or asset management								
Human resource system & policy management								
IT system management								
Job performance management of individuals or teams								

SKILL	Interest				Competency			
	Enjoy very much	Like Using	Prefer not to use	Strongly dislike	Highly Competent	Competent	Little or no skill	
Make significant business decisions								
Manage or use administration systems								
Marketing & promotion planning, implementation or management								
Organise & manage business operations								
Plan & implement business growth initiatives, projects, programmes								
Plan & lead meetings								
Provide consulting expertise or advisory services								
Public relations functions: manage publicity, fundraising, sponsorship, promotion etc								
Purchasing, inventory, storage or distribution management								
Recruit & select staff								
Strategic visioning & planning of future business operations								
Use financial & accounting systems & prepare financial reports								
Use computer software & applications as job management tools								
HANDS-ON CREATIVE • ARTISTIC								
Communicate ideas, impressions & information through multi media								
Compose & perform music, lyrics or dance routines								
Create visual art forms by painting, drawing, illustrating, sculpting etc								
Design & produce 3-dimensional crafts & products								
Design, create & invent visual images & brands								
Produce, direct or present media productions								
Use design software & technology								
Use photographic skills & equipment								
HANDS-ON PHYSICAL • MANUAL								
Build, assemble & construct materials & components								
Care for, train or breed animals								
Cultivate plants, flowers or trees								

SKILL Rating	Interest				Competency		
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Diagnose faults & problems with machines, tools & equipment							
Drive motor vehicles or heavy machinery							
Operate, fix or repair machines, tools & equipment							
Physically sort, pack or load items & materials							
Prepare, cook & serve food							
Use hand-eye & physical co-ordination & agility							
Use hands-on skills to heal & treat illness & injury							

- A **strength** is where you have both a high rating of interest and competency
- A **possible stressor** is where you have a high level of skill but little interest
- **Potential for development** is where you have a high level of interest but a low level of skill
- A low level of skill and interest should be avoided

List your top 10 strengths	
1	6
2	7
3	8
4	9
5	10
List the skills for potential for development	
1	6
2	7
3	8
4	9
5	10

(Adapted from *Clarifying Skills of Choice – Career Dynamic*)