TRANSFERABLE SKILLS

HUMAN RELATION SKILLS
- Sensitivity to others
- Treating people fairly
- Listening intently
- Communicating warmth
- Establishing rapport
- Being at ease with a variety of people
- Being a cooperative team member
- Dealing effectively with conflict

SPEAKING SKILLS
- Stirring an audience to take action
- Having a powerful stage presence
- Entertaining an audience
- Playing a musical instrument
- Dancing/acting/singing

HELPING SKILLS
- Establishing rapport
- Treating people fairly
- Listening intently
- Playing a musical instrument
- Communicating warmth
- Dancing/acting/singing
- Establishing rapport
- Being at ease with a variety of people

TRAINING/INSTRUCTING SKILLS
- Instilling the love of a subject
- Explaining difficult concepts/ideas
- Perceptively answering questions
- Developing training materials that enhance learning
- Presenting information in a clear, logical step-by-step manner
- Quickly establishing rapport with a group
- Facilitating productive group discussions
- Assessing learning styles of individuals and tailoring training
- Creating a stimulating learning environment
- Effectively using audio-visual aids
- Teaching at the student's/group's level
- Training people at work/on the job

PERSUADING/SELLING SKILLS
- Persuading/Influencing other's ideas/attitudes
- Selling yourself
- Selling products/services/ideas
- Effectively selling ideas to top people
- Closing a deal
- Obtaining consensus among diverse groups
- Getting departments/organizations/others to take desired action
- Getting people/clients/customers to reveal their needs
- Listening to others to sense their needs
- Helping people see the benefits of a course of action
- Mediating between groups
- Getting people to change their views on long held beliefs

IDEA SKILLS
- Being imaginative
- Conceiving and generating ideas
- Synthesizing and borrowing ideas, creating something new
- Improvising
- Seeing the big picture
- Seeing things other don't see
- Gaining cooperation from others not under direct authority
- Able to expedite/break through red tape
- Able to gain trust/respect from others
WRITING SKILLS
Able to write clearly and concisely
Having a strong vocabulary
Vividly able to describe things, people, feelings
Developing logical persuasive points
Summarizing and condensing written material
Editing and strengthening material
Simplifying scientific/technical material
Making dry subjects interesting
Writing advertising or promotional copy
Writing articles/reports/position papers/proposals/manuals

SUPERVISORY SKILLS
Planning and scheduling work
Delegating assignments/tasks
Able to motivate others to be productive
Recruiting/hiring good people
Developing a team that works smoothly together
Supervising difficult people
Positively disciplining when necessary
Training/developing staff
Effectively cross-training staff
Able to increase morale
Effectively communicating with staff
Able to hold productive meetings
Mediating

LEADERSHIP SKILLS
Motivating/inspiring people
Having vision
Being a change agent
Able to make difficult decisions
Accepting responsibility for failures
Being decisive in crisis situations
Able to settle disagreements and resolve conflict
Giving credit to others
Viewed as having high integrity
Able to get people at all levels to support/implement top level decisions

PLANNING SKILLS
Planning programs/projects
Determining priorities
Setting attainable goals
Scheduling effectively
Considering all the details of a project
Having good time management skills
Accurately assessing available resources
Anticipating problems before they develop
Developing alternative plans
Finishing projects on time

MANAGEMENT SKILLS
Seeing the big picture
Organizing projects/programs
Implementing new programs
Completing projects on time
Able to obtain necessary resources
Establishing effective policies/procedures
Taking initiative
Able to oversee multiple tasks
Making superiors look good
Handling details well without losing sight of the big picture

ORGANIZING SKILLS
Organizing/planning events
Organizing offices/systems
Organizing people to take action
Organizing data/information

MANAGEMENT SKILLS
Seeing the big picture
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PROBLEM SOLVING SKILLS
Anticipating problems
Able to identify cause of a problem
Able to take control of a situation
Selecting the most effective solution
Helping a group identify solutions
Improvising under stress
Staying calm in emergencies
Able to bring order out of chaos

ANALYZING SKILLS
Interpreting/evaluating data
Designing systems to collect/analyze information
Weighing pros and cons of an issue
Simplifying complex ideas
Breaking down a situation into parts
Synthesizing ideas/clarifying problems
Diagnosing needs/problems
Identifying more efficient ways of doing things
Getting to the heart of an issue

FINANCIAL SKILLS
Developing a budget
Staying within a budget
Estimating costs
Recognizing profitable opportunities
Developing cost cutting solutions
Negotiating financial deals
Understanding economic principles
Managing money and making it grow
Able to obtain financing
Finding bargains
RESEARCHING/INVESTIGATING SKILLS  Designing research projects
Collecting data
Knowing how to find information
Gathering information from people
Using statistical data
Following up on leads
Organizing large amounts of information and data
Producing surveys
Summarizing findings
Able to separate important from unimportant information

NUMERICAL SKILLS  Analyzing statistical data
Solid ability with basic arithmetic
Able to multiply numbers in your head
Adding long columns of figures
Figuring out percentages
Quickly spotting numerical errors
Storing large amounts of numerical information in your head
Making decisions based on numerical data
Estimating/able to mentally make rough calculations

OBSERVING SKILLS  Hearing/seeing/feeling things others aren’t aware of
Having an eye for fine details
Able to spot slight changes in things
Being intuitive
Highly observant of surroundings

ARTISTIC SKILLS  Able to sketch/draw/paint
Having depth/spatial perception
Able to envision the finished product
Having a sense of proportion
Capturing a feeling, mood, or idea through an art form
Sensing what works and looks right
Conceiving visual representations of ideas and concepts
Developing visually pleasing charts, reports, manuals, etc.
Working well with artistic people
Producing high quality mechanical and line drawings

MECHANICAL/TOOL SKILLS  Assembling/building/installing
Operating machinery/equipment
Doing precision work
Drafting/mechanical drawing
Operating power tools
Using hand tools
Driving cars/trucks/equipment
Reading gauges/instruments
Fixing and repairing
Troubleshooting and diagnosing problems
Improvising with a machine or tool
Figuring out how things work
Understanding manuals/diagrams/blueprints

OFFICE SKILLS  Making arrangements
Scheduling
Expediting
Efficient with paperwork
Organizing an office
Organizing records
Knowing how to get information
Creating systems for data storage/retrieval
Having a memory for detail
Processing information accurately
Learning office procedures quickly
Operating business/office machines
Having a thorough understanding of policies and procedures
Using the telephone to get things done
Proofreading, correcting
Quickly spotting errors

BODY SKILLS  Finger/hand dexterity
Eye-hand coordination
Physical coordination
Quick reflexes/reactions
Standing for long periods
Walking long distances
Strong arms/legs/back
Lifting/carrying
Having physical endurance
Sorting things manually
Having depth perception
Having control over your body
Working quickly with hands/fingers Skilled at sports
Having a sense of rhythm
# CAREER SHIFTING SKILLS MATRIX

<table>
<thead>
<tr>
<th>TRANSFERABLE SKILLS</th>
<th>Very Skilled</th>
<th>Competent</th>
<th>Little or No Skill</th>
</tr>
</thead>
<tbody>
<tr>
<td>that I am Most Interested in Continuing to Use in My Desired Career Shift</td>
<td></td>
<td></td>
<td>DEVELOPMENTAL SKILLS that May Be Necessary for Career Shift in Order to Close an Experience Gap</td>
</tr>
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