

Transferrable Skills Checklist

Read this through and add a tick to any of the skills listed below that you have. A way of doing this is to say to yourself the following sentence “I am able to..... (add in any of the skills from the table boxes below.

Meet Deadlines	Investigate	Be Patient	Show my Creativity
Delegate	Keep Good Records	Care for Others	Demonstrate a good Memory
Plan and Organize Work	File Papers	Show Diplomacy	Be Accurate
Focus on Results	Search and Find Answers	Persuade Others	Articulate
Care for Customers	Inspect	Talk in Public	Design and Draw
Supervise Others	Drive a Vehicle	Stay Open Minded	Edit
Take Responsibility	Compare Items	Show Good Listening Skills	Clarify
Increase Sales	Research	Adapt and cope with Change	Explain
Teach Others	Work Safely	Be Outgoing	Innovate
Solve Problems	Follow Instructions	Interview Others	Motivate Others
Manage Money	Make Good Repairs	Demonstrate Helpful	Write Reports
Organise Self	Be Observant	Negotiate	Make Decisions
Organise Others	Pay Attention to Detail	Be Supportive	Arrange Things
Use IT Skills	Operate Machinery	Be Non – Judgemental	Run Meetings
Manage Time Well	Build Things	Be Trustworthy	Lead Others
Be a Team Player	Assemble	Be Logical	Be Artistic