

TRANSFERABLE SKILLS

Key Skills

- ☐ Meet deadlines
- ☐ Ability to plan
- ☐ Results oriented
- ☐ Supervise others
- ☐ Manage resources
- ☐ Increase efficiency
- ☐ Organise & Plan
- ☐ Accept responsibility
- ☐ Instruct others
- ☐ Desire to learn & Improve
- ☐ Good time management
- ☐ Solve problems
- ☐ Manage money/budgets
- ☐ Manage projects
- ☐ Critical thinking
- ☐ Independent working
- ☐ Computer skills
- ☐ Repair or construct
- ☐ Drive vehicles
- ☐ Self motivated
- ☐ Take risks
- ☐ Detail oriented
- ☐ Big picture thinking
- ☐ Insightful
- ☐ Tactful
- ☐ Anticipate needs
- ☐ High energy
- ☐ Decisive
- ☐ Artistic
- ☐ Musical
- ☐ Dance and movement
- ☐ Adaptable, flexible
- ☐ Expressive
- ☐ Outgoing

Business Skills

- ☐ Ability to delegate
- ☐ Customer service oriented
- ☐ Increase sales
- ☐ Safety conscious
- ☐ Social Media
- ☐ Content marketing
- ☐ Marketing
- ☐ Creative thinking
- ☐ Manage projects
- ☐ Assemble components
- ☐ Make things • creative
- ☐ Creative thinking
- ☐ Use my hands
- ☐ Manage machinery
- ☐ Operate tools
- ☐ Operate machinery
- ☐ Classify data
- ☐ Analyse Information
- ☐ Compile information
- ☐ Research
- ☐ Take Inventory
- ☐ Design
- ☐ Edit
- ☐ Proofing
- ☐ Quality control management
- ☐ Negotiate
- ☐ Sell
- ☐ Manage meetings
- ☐ Co-ordinal events
- ☐ Direct others
- ☐ Explain things
- ☐ Get results
- ☐ Investigate
- ☐ Calculate, compute

People Skills

- ☐ Meet the public
- ☐ Manage people
- ☐ Manage the public
- ☐ Organise people
- ☐ Delegate
- ☐ Trust people to work well
- ☐ Team Play
- ☐ Written Communications
- ☐ Verbal communications
- ☐ Body language
- ☐ Diplomatic
- ☐ Motivate others
- ☐ Inspire others
- ☐ Lead people & projects
- ☐ Patient
- ☐ Tolerant
- ☐ Compassionate
- ☐ Emotional
- ☐ Intelligence
- ☐ Empathic
- ☐ Caring
- ☐ Persuasive
- ☐ Challenge people
- ☐ Pleasant
- ☐ Teach and train
- ☐ Coach and mentor
- ☐ Interview people
- ☐ Kind
- ☐ Take orders /Instruction Listen
- ☐ Serve others
- ☐ Support others
- ☐ Write clearly
- ☐ Mediate
- ☐ Empower people



Image Credit
<https://offices.depaul.edu/>