



### **Transferable & Functional Skills:**

Transferable and functional skills are competencies that are transferable to many different work settings. You can develop skills in a variety of ways, including from jobs and internships, coursework and school projects, volunteer and extracurricular activities, hobbies, and from daily life responsibilities.

Below is a list that will help you acknowledge the skills you have used, the skills you would like to use, and the skills you would like to develop.

*From the following list, underline the skills you have used, and then circle the top 3 to 5 underlined skills you enjoy using most from each category.*

**Communication:** *Exchange, convey, and express knowledge and ideas.*

write  
edit  
summarize  
persuade  
verbal communication  
listen attentively  
facilitate discussion  
consult  
teach  
train  
sell  
promote  
use of languages  
communicate with metaphors  
interview  
mastery with words  
ask questions  
make presentations  
negotiate  
think on one's feet  
conversational ability  
entertain, perform  
host  
interact with public  
public speaking  
teamwork  
serve as a liaison

**Information Management:** *Arrange and retrieve data, knowledge, and ideas.*

calculate and compute  
classify and catalog  
math knowledge and skills  
applying formulas  
financial record keeping  
organize information  
manage information  
manage money  
keep accurate records  
attend to details  
logical ability  
develop systems  
develop a budget  
categorize  
summarize  
streamline systems & processes  
monitor  
manage databases

**Organization Management:** *Direct and guide a group in completing tasks and attaining goals.*

solve problems  
time management  
make decisions  
lead  
plan ahead  
meet deadlines  
establish priorities  
supervise  
motivate



**Organization Management:** (cont.)

recruit  
resolve conflicts  
collaborate  
mediate  
initiate projects  
forecast  
organize  
coordinate  
handle logistics  
put theory into practice  
delegate  
give directions  
assume responsibility  
determine policy  
interpret policy  
apply policy  
set timelines and expectations  
strategize  
implement plans  
evaluate outcomes  
create team  
visualize end result  
set goals

**Design & Planning:** *Imagine the future and develop a process for creating it.*

anticipate problems  
plan  
invent  
conceptualize  
design  
display  
layout/format  
design programs  
anticipate consequences  
brainstorm new ideas  
think visually  
improvise  
compose  
adapt  
create images  
integrate  
project  
synthesize  
customize  
illustrate  
perform

**Research & Investigation:** *Search for specific knowledge.*

analyze ideas  
analyze data  
dissect  
research  
investigate  
read for information  
interview for information  
collect data  
diagnose  
evaluate  
compare  
critical thinking  
synthesize information  
experiment  
observe  
outline  
formulate hypotheses  
develop theory  
calculate/compare  
hypothesize

**Human Service:** *Attend to physical, mental or social needs of people.*

facilitate  
interpersonal skills  
group process  
sensitivity to needs  
empathize  
encourage  
empower  
consult  
interview  
counsel  
advocate  
use intuition  
coach  
provide care  
coordinate  
listen  
advise  
support

**Technical/Physical:** *Use hands or tools to build, repair, and invent.*

assemble  
build  
construct  
fabricate

**Technical/Physical:** (cont.)

model  
program  
install  
maintain  
inspect

invent  
operate equipment  
repair  
restore  
use physical coordination

**EXTRA CREDIT – GRADUATE LEVEL WORK – GOING THE EXTRA MILE**

**Write about each skill you have circled.**

**Past:** How have you used this skill in the past? Recall the “situation, task, actions and results” in which you used this skill. Where there other skills you used to help accomplish the skill you are writing about.

For example, the skill “write” under communication what have you written? What others skills: “edit”, “communicate with metaphors”, “research”, “synthesize information”, “interpret policy”, etc.; did you use to complete the task at hand?

**Future:** How do you imagine using this skill in the future? Envision the situation, task, actions and results” in which you would use this skill. Are there other skills you imagine using to help accomplish the skill you are writing about?

Socrates is reported to have said, “the unexamined life is not worth living”. For employers, “the unexamined applicant is not worth interviewing”. It is essential in career exploration that individuals do the most they can to clarify and describe the skills they have so they can move forward with what they have to offer to an employer.