

TRANSFERABLE SKILLS CHECKLIST

Check off those you already have and use these to help build your CV

Interpersonal skills

Able to interact successfully with a wide range of people; knows how to interpret and use body language

Oral Communication skills

Presents information and ideas clearly and concisely with content and style appropriate for the audience (whether one-to-one or in a group); presents opinions and ideas in an open objective way

Public speaking

Able to make formal presentations; present ideas, positions and problems in an interesting way

Counseling skills

Responds to what others have said in a non-judgmental way (active listening); builds trust and openness with others.

Coaching/mentoring skills

Gives feedback in a constructive way' helps others to increase their knowledge or skills

Teaching/training skills

Able to help others gain knowledge and skills; able to create an affective learning environment

Supervising skills

Delegates responsibilities and establishes an appropriate system of accountability; able to monitor progress and assess the quality of job performance of others

Leadership skills

Motivates and empowers others to act, inspires trust and respect in others

Persuading skills

Communicates effectively to justify a position or influence a decision, able to sell products or promote ideas

Negotiating skills

Able to negotiate skillfully, knows how and when to make compromises

Mediation skills

Able to resolve conflicts that stems from different perspectives or interest; able to deal with conflict in an open, honest and positive way

Interviewing skills

Asks and responds to questions effectively; able to make others feel relaxed and to create a feeling of trust

Customer service skills

Able to build a relationship of mutual trust with clients; able to handle complaints and concerns in a sensitive way

Care giving skills

Able to empathize with others; able to give sensitive care to people who are sick or elderly or who have severe disabilities

Analytical/logical thinking skills

Able to draw specific conclusions from a set of general observations or from a set of specific facts; able to synthesize information and ideas

Critical thinking skills

Able to review different points of view or ideas and make objective judgements; investigates all possible solutions to a problem; able to use wit and humour effectively

Problem-solving skills

Able to clarify the nature of a problem, evaluate alternatives, propose viable solutions and determine the outcome of the various options

Decision-making skills

Able to identify all possible options, with the pros and cons, assess feasibility and choose the most viable option

Planning skills

Able to plan projects, events and programs; able to establish objectives and needs, evaluate options, chooses best option

Organizational skills

Able to organize information, people or things in a systematic way; able to establish priorities and meet deadlines

Advanced writing skills

Able to select, interpret, organise and synthesize key ideas; able to edit a written text to ensure that the message is as clear, concise and accurate as possible

Research skills

Knows how to find and collect relevant background information; able to analyze data, summarize findings and write a report

Financial skills

Able to keep accurate financial records; able to manage a budget (that is, preparing sound budgets and monitoring expenses)

Language skills

Functionally bilingual, able to translate and/or interpret in a given language

Advanced computer skills

Able to use a variety of software programs; knowledge about desktop publishing or web design

Technological skills

Understands technical systems and operates effectively within them; understands technical specifications; reads technical manuals with ease

Performing skills

Able to make presentations for video or television in an interesting way; able to entertain, amuse and inspire an audience

Artistic skills

Uses colour and design creatively; able to design displays and publicity material (print, video, and internet)

Perceptual skills

Able to visualize new formats and shapes, able to estimate physical space

Mechanical skills

Able to install, operate and monitor the performance of equipment and mechanical devices, able to repair mechanical devices

Adaptability

Capacity to adapt to new situations and settings to tolerate change well, flexibility to adapt to the needs of the moment

Administrative/clerical skills

Able to operate computers and other basic office equipment; able to design and maintain filing and control systems.