

Transferable Skills: What Do You Do Well?

Throughout the course of your experiences, you have gained competencies in many areas. This chart will help you to realize your strong points that you can apply to career decision-making as well as to transitioning to different fields.

Planning and Organizational Skills

- | possess | need to
develop | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Develop goals for an organization |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify tasks to be accomplished |
| <input type="checkbox"/> | <input type="checkbox"/> | Prioritize and delegate tasks |
| <input type="checkbox"/> | <input type="checkbox"/> | Facilitate brainstorming and discussions on program planning process |
| <input type="checkbox"/> | <input type="checkbox"/> | Conduct meetings |
| <input type="checkbox"/> | <input type="checkbox"/> | Coordinate organization members' activities |
| <input type="checkbox"/> | <input type="checkbox"/> | Motivate others on group projects |
| <input type="checkbox"/> | <input type="checkbox"/> | Follow up with other members to evaluate progress, give constructive feedback and praise to others for work well done |

Verbal and Written Communication Skills

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Organize and present ideas effectively in formal and informal speeches and writing |
| <input type="checkbox"/> | <input type="checkbox"/> | Effectively participate in group discussions |
| <input type="checkbox"/> | <input type="checkbox"/> | Prepare concise and logically written materials |
| <input type="checkbox"/> | <input type="checkbox"/> | Listen carefully and respond to verbal and non-verbal messages |
| <input type="checkbox"/> | <input type="checkbox"/> | Respond appropriately to positive and negative feedback |
| <input type="checkbox"/> | <input type="checkbox"/> | Debate issues without being perceived as abrasive to others |
| <input type="checkbox"/> | <input type="checkbox"/> | Make effective use of media resources for public relations |
| <input type="checkbox"/> | <input type="checkbox"/> | Possess courteous telephone skills |

Decision-Making, Supervisory, Management and/or Leadership Skills

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Understand the steps involved with effective decision-making |
| <input type="checkbox"/> | <input type="checkbox"/> | Implement sound decisions |
| <input type="checkbox"/> | <input type="checkbox"/> | Facilitate group participation in the decision-making process |
| <input type="checkbox"/> | <input type="checkbox"/> | Take responsibility for decisions |
| <input type="checkbox"/> | <input type="checkbox"/> | Evaluate the effects and effectiveness of a decision |
| <input type="checkbox"/> | <input type="checkbox"/> | Be able to evaluate all options and make decisions without feeling pressured |
| <input type="checkbox"/> | <input type="checkbox"/> | Explain unpopular decisions to others |
| <input type="checkbox"/> | <input type="checkbox"/> | Motivate others toward common goals |
| <input type="checkbox"/> | <input type="checkbox"/> | Use appropriate management and mentoring skills with peers and/or subordinates |

Financial Management Skills

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Develop an accurate budget, estimating expenses and income |
| <input type="checkbox"/> | <input type="checkbox"/> | Justify the organization's budget to others |
| <input type="checkbox"/> | <input type="checkbox"/> | Work within a budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Keep accurate and complete financial records |
| <input type="checkbox"/> | <input type="checkbox"/> | Ensure timeliness of payments |
| <input type="checkbox"/> | <input type="checkbox"/> | Determine necessity of fund-raising events and strategize and organize as needed |

Critical Thinking, Problem-Solving and Conflict Resolution Skills

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Understand the steps involved with critical thinking |
| <input type="checkbox"/> | <input type="checkbox"/> | Anticipate problems before they occur |
| <input type="checkbox"/> | <input type="checkbox"/> | Recognize if a problem needs to be addressed |
| <input type="checkbox"/> | <input type="checkbox"/> | Define the problem and identify possible causes |
| <input type="checkbox"/> | <input type="checkbox"/> | Facilitate group members in identifying and evaluating possible solutions |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify range of solutions and select most appropriate ones |
| <input type="checkbox"/> | <input type="checkbox"/> | Develop plans to implement solutions |
| <input type="checkbox"/> | <input type="checkbox"/> | Be capable of handling more than one problem at a time |

Interpersonal/Teamwork and Teambuilding Skills

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Collaborate on projects |
| <input type="checkbox"/> | <input type="checkbox"/> | Motivate team members to work toward common goals |
| <input type="checkbox"/> | <input type="checkbox"/> | Understand strengths and weaknesses of members and use strengths to build team development |
| <input type="checkbox"/> | <input type="checkbox"/> | Support and praise members for reaching goals and accomplishments |

Research and Investigation Skills

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Utilize a variety of sources of information |
| <input type="checkbox"/> | <input type="checkbox"/> | Apply a variety of methods to test the validity of data |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify problems and needs |
| <input type="checkbox"/> | <input type="checkbox"/> | Formulate questions to clarify problems, topics, or issues |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify appropriate information sources for problem solving |

(Adapted from Paul Breen, San Francisco State University and www.cba.bgsu.edu)