

Identifying Your Skills

Transferable skills are learned and innate skills we all have that are transferable between jobs. Some examples are selling, classifying, visualizing, conceptualizing, working with numbers, mentoring, researching, and decision making. Look over the skills below and bold or highlight the skills you'd like to use in your next position. At this point, don't worry about how competent you feel in each chosen skill. Concentrate on your interest in doing it.

Communication: the skillful expression, transmission and interpretation of knowledge/ideas

- Speaking to influence others
- Writing strategically
- Listening attentively
- Expressing ideas
- Facilitating group discussion
- Providing feedback
- Negotiating
- Perceiving nonverbal messages
- Persuading
- Reporting information
- Describing feelings
- Interviewing

Strategy & Planning: talent in observing trends, predicting events, and defining needs

- Forecasting and predicting
- Identifying problems
- Devising initial concept
- Imagining alternatives
- Gathering information
- Setting goals
- Identifying stakeholders
- Defining needs
- Developing evaluation strategy
- Identifying resources

Human Relations: use of interpersonal skills for resolving conflict and helping others

- Developing rapport
- Being sensitive
- Speaking for the group
- Conveying feelings
- Providing support to others
- Motivating
- Sharing credit
- Counseling & Coaching
- Cooperating
- Mediation / conflict resolution
- Representing others
- Perceiving feelings/situations

Management: ability to supervise, direct, and guide individuals and groups towards goals

- Initiating new ideas
- Handling details
- Coordinating tasks
- Managing groups
- Teaching and training
- Promoting change
- Selling ideas or products
- One-on-one supervision
- Decision making for others
- Managing interpersonal conflict
- Delegating responsibility

Creativity: intuitive and expressive skills resulting in generation of ideas, concepts, or tasks

- Solving problems
- Designing new processes
- Writing and brainstorming
- Building things from scratch
- Coming up with activities
- Marketing/promoting products
- Creating design/artwork
- Public speaking
- Entertaining
- Acting or performing

Operations: day-to-day skills that drive effective production and work satisfaction

- Implementing ideas/decisions
- Cooperating with plan
- Enforcing policies
- Being punctual
- Managing time
- Attending to detail
- Meeting goals
- Enlisting help from others
- Accepting responsibility
- Setting and meeting deadlines
- Organizing events/programs

Quantified Analysis: math or analytical skills that support research and decision making

- Working with numbers
- Reporting or querying data
- Identifying data patterns
- Analyzing problems logically
- Estimating and appraising
- Synthesizing information
- Budgeting
- Hardware/Software Literacy
- Classifying and indexing
- Bookkeeping and accounting
- Auditing records

* Remember, this list, while extensive, is not exhaustive. It's designed to get you thinking about the skills and abilities you possess. Please feel free to stray from this list and come up with your own skills in your own language.