

REFLECTION

Identifying Transferable Skills



The following is an inventory of skills that are transferable from one job to another. Think about your past experiences - in school, on part-time and full-time jobs, as a volunteer and in your leisure time. Which of the following skills have you used? How good were you at them?

1. **Highlight** the particular skill where you judged that your competence was shown to be above average.
2. If you can think of other skills you have, put them under "Other Skills You Possess Which are Not Listed". (Page two).
3. List your top five skills under "Summary"; choose the skills you excel in and would most enjoy using on the job (Page two).

ANALYZING situations or data	TIMING , organizing time or events
PLANNING , budgeting, goal setting or scheduling	ESTIMATING cost, income or physical space
ASSEMBLING equipment or information	TROUBLESHOOTING equipment or situations
PROGRAMMING equipment or activities	EVALUATING performance, programs, processes or events
CALCULATING mathematical computations, risk assessment	UPDATING information or informal processes or events
PROMOTING one-to-one or through media	USING INSTRUMENTS , engineering, medical or scientific
RECORDING numerical or scientific data	FUND RAISING one-to-one through media scientific
COACHING , guiding or tutoring	GROUP FACILITATING , managing groups
RECORD KEEPING logs, files or timesheets	WRITING , creative or expository
COMPILING data or facts	HANDLING COMPLAINTS , client, customer, citizen
REPAIRING equipment, vehicles, furniture, accessories	INSPECTING OR EXAMINING physical objects, financial statements or through test administration
CONSTRUCTING objects or buildings accessories	INTERPRETING data legal, medical or technical terminology or other language
COORDINATING activities or events	INTERVIEWING , private information, underlying causes or sequence of events
RESEARCHING , obtaining information from libraries, surveys or physical data	INVESTIGATING private information, underlying causes or sequence of events
CORRESPONDING , answering or initiating	MAKING LAYOUTS for printed media, public event or tour coordinator
COUNSELLING	MOTIVATING
SELLING ideas, products or policies	MEETING THE PUBLIC , receptionist, agency product representative, salesperson or the general public
CREATING , artistic creations, new ideas or inventions	MONITORING progress of people, processes or equipment
SERVING a product or an individual	OBSERVING physical phenomena, human behaviours or changing situations
DECIDING alternatives, resources or materials	OPERATING equipment, machines or vehicles
SKETCHING pictures, diagrams or charts	ORGANIZING people, information or events
DELEGATING tasks or responsibilities	TEACHING , formal or informal
SPEAKING in public, to groups or via electronic media	EDITING newspapers or magazines
DESIGNING products or services	DISPLAYING ideas products or equipment
SUPERVISING people or processes	



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Other skills you possess which are not listed

- 1.
- 2.
- 3.
- 4.
- 5.

SUMMARY: My Top Five Skills are:

- 1.
- 2.
- 3.
- 4.
- 5.

Adapted from *Heading Out*, Bonita Ressel, UCPA, 1981

Using each of your top five skills, **tell the story**. When did you use this skill? Why, how, where and what were the results?
