

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).

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| 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?

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