## Transferable Skills Checklist

## First, mark the spaces next to each skill as follows:

@ = if you have the skill, and like it or it is life-giving

X = if you have the skill, but don't like it or it drains you
 = if you have the skill but are indifferent; you don't like or dislike it

Leave blank if you do not possess the skill

\* = if you do not possess the skill but want to learn it

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## **Transferable Skills Checklist**

Organization/Management/Leadership/Decision Making	
initiating new ideas and tasks	managing groups
handling details	delegating responsibility
coordinating tasks	teaching/instructing
coaching/mentoring	promoting change
counseling	selling ideas or products
managing conflict	making decisions with others
motivating and leading people	analyzing tasks
organizing people/tasks to achieve a specific goal	identifying people who can contribute to solutions of problems or tasks
following up with others to evaluate progress	facilitating brainstorming activities
conducting meetings	developing goals for an organization
giving praise and credit to others for a job well done	prioritizing tasks
solving problems/mediating	encouraging and inspiring
taking risks	negotiating agreements
implementing sound decisions	taking responsibility for decisions
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Financial Management	
developing a budget accurately estimating expenses	ensuring timeliness of payments
and income	
keeping accurate and complete financial records	fundraising
accounting	calculating
assessing	projecting/forecasting
investing	
Critical Thinking/Problem Solving	
anticipating problems before they occur	involving group members to evaluate solutions
	developing plans to implement solutions
defining problems and indentifying possible causes	developing plans to implement solutions multi-tasking
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<u>Finally</u>, schedule an appointment with the <u>COVE Career Center via Handshake</u> to review the implications of your transferable skills!