



Transferable Skill Checklist

[Professional Development Series](#)

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Transferable skills are those versatile skills that you can apply and make use of in a number of different roles. Transferable skills are the inventory of assets that help you transition into and excel in a new role. They ensure your professional resilience and the robustness and longevity of your career.

Instructions for Completing this Worksheet

Complete a separate worksheet for each job or activity.

1. In the Tasks column list each function of your job or activity.
2. Then in the Skills column list the skill you use or used to complete the corresponding task. Here are some examples of transferable skills. Do not limit yourself to the ones listed.
3. In the Skill Level column rate yourself according to your level of competency (1=highly skilled; 2=moderately skilled; 3=needs improvement).
4. Place a check next to those skills which you enjoy using.
5. After you have completed all worksheets, write a list of those skills which you both enjoy using and in which you are highly skilled [1].
6. Then list those skills you both enjoy using and in which your are moderately skilled [2].
7. You can also keep a separate list of those skills in which you need improvement [3] but enjoy using. Set that list aside.
8. Then brainstorm on different roles and responsibilities that have these skills in common. Don't box yourself into a specific title. Instead, allow you to focus on a variety of roles that you can expand into.

My Skills		
Job or Activity		
Tasks	Skills	Skill Level

Sample Transferable Skills

- Plan and arrange events and activities
- Delegate responsibility
- Motivate others
- Attend to visual detail
- Assess and evaluate my own work
- Assess and evaluate others' work
- Deal with obstacles and crises
- Multi-task
- Present written material
- Present material orally
- Manage time
- Repair equipment or machinery
- Identify and manage ethical issues
- Strategic thinker
- Analytical thinker
- Keep records
- Handle complaints
- Coordinate fundraising activities
- Coach
- Research
- Build or construct
- Design buildings, furniture, etc.
- Manage finances
- Speak a foreign language (specify language)
- Use sign language
- Utilize computer software (specify programs)
- Problem solving
- Train or teach others