

Assessment #7 – My Transferable Skills

What knowledge and information can you offer in your new job?

What personal characteristics have made you successful?

What skills have you acquired through technical training, on-the-job training and formal education?

Highlight the skills you can transfer to your next professional opportunity.

Influencing

Compromising
Enforcing regulations
Managing conflict
Mediating
Negotiating
Persuading

Adapting

Managing change
Supporting change
Seeking change
Assessing culture

Communicating

Verbally
In Writing
Interviewing
Speaking publicly
Instructing
Corresponding
Giving directions

System Designing

Develop procedures
Formulating
Organizing
Planning
Inventory
Improving

Resourcefulness

Fund-raising
Research
Analysis
Comparing
Evaluating
Gathering Data
Interpreting

Relationship Building

Relating to customers
Team building
Alignment
Developing
Motivating

Decision Making

Evaluating options
Consensus building

Technical

Selling
Setting standards
Drafting
Editing
Illustrating
Proposal Writing
Grant Writing
Estimating
Scripting
Translating
Writing
Creating Projections
Auditing
Bookkeeping
Budgeting
Controller-ing
Cost accounting
General accounting
Managing Payroll

Innovating

Problem solving
Conceptualizing
Creating
Designing

Leading

Sharing vision
Resolving issues
Advising
Mentoring others
Approving
Delegating
Implementing
Interpreting policy
Managing people
Project managing
Restructuring
Managing details
Motivating
Coaching others
Training others

Other

