**Click on the box of your selected choice.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Transferable skills** | **Enjoy doing** | **Good at** | **Want to improve** | **Want to learn** |
| **1. Communication Skills** |  |  |  |  |
| Speaking effectively |  |  |  |  |
| Writing clearly and concisely |  |  |  |  |
| Appropriate body language |  |  |  |  |
| Listening carefully and providing feedback |  |  |  |  |
| Expressing ideas verbally and written |  |  |  |  |
| Facilitating group discussions |  |  |  |  |
| Responding appropriately +/- to feedback |  |  |  |  |
| Negotiating with and persuading others |  |  |  |  |
| Public Speaking and presentations |  |  |  |  |
| Perceiving nonverbal messages |  |  |  |  |
|  |  |  |  |  |
| **2. Leadership and management skills** |  |  |  |  |
| Handling details and following through on tasks |  |  |  |  |
| Managing groups and delegate responsibilities |  |  |  |  |
| Planning and coordinating projects |  |  |  |  |
| Solving problems and managing conflict |  |  |  |  |
| Making and implementing decisions |  |  |  |  |
| Motivating and training others |  |  |  |  |
| Supervising and evaluating others |  |  |  |  |
| Arrange social functions |  |  |  |  |
| Explain things to others |  |  |  |  |
|  |  |  |  |  |
| **3. Teamwork and interpersonal skills** |  |  |  |  |
| Contributing to the ideas of others |  |  |  |  |
| Developing rapport and listening |  |  |  |  |
| Providing support for others/team player |  |  |  |  |
| Conveying feelings |  |  |  |  |
| Cooperating and being patient |  |  |  |  |
| Interacting effectively with peers & supervisors |  |  |  |  |
| Working with diversity or multi-cultural issues |  |  |  |  |
| Sharing credit and accepting responsibility |  |  |  |  |
| Relating well with others |  |  |  |  |
|  |  |  |  |  |
| **4. Self-management skills** |  |  |  |  |
| Managing time effectively |  |  |  |  |
| Organizing tasks and priorities |  |  |  |  |
| Setting goals and meeting deadlines |  |  |  |  |
| Working well under pressure |  |  |  |  |
| Ability to get along well with others |  |  |  |  |
| Self-evaluation and decision-making |  |  |  |  |
| Seeking opportunities for professional development |  |  |  |  |
| Presenting good hygiene and grooming |  |  |  |  |
|  |  |  |  |  |
| **5. Research and Planning skills** |  |  |  |  |
| Using tech tools to streamline processes |  |  |  |  |
| Identifying needs and required resources |  |  |  |  |
| Setting goals and identifying courses of action |  |  |  |  |
| Gathering relevant information and evaluating results |  |  |  |  |
| Forecasting, predicting and monitoring situations |  |  |  |  |
| Analyzing data or facts |  |  |  |  |
| Interpreting and disseminating information |  |  |  |  |
| Managing and balancing finances and money |  |  |  |  |
| Comparing, inspecting or recording facts |  |  |  |  |
| Taking inventory and classify data |  |  |  |  |
|  |  |  |  |  |
| **6. Work Survival and Work Ethics** |  |  |  |  |
| Being punctual and enforcing policies |  |  |  |  |
| Demonstrate positivity and honesty |  |  |  |  |
| Being able to thrive in a changing environment |  |  |  |  |
| Taking initiative in job-related duties |  |  |  |  |
| Learning new skills |  |  |  |  |
| Showing a commitment to your employer |  |  |  |  |
| Being responsible for your own work, even when things don’t go as planned |  |  |  |  |
| Fully understand the company’s mission and aims |  |  |  |  |
| Discerning appropriate behaviors in the workplace |  |  |  |  |
| Showing energy, positivity and enthusiasm |  |  |  |  |
| Demonstrating flexibility and adaptability |  |  |  |  |
| Add any other Transferable skills that you think are important |  |  |  |  |
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