**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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