TRANSFERABLE FUNCTIONAL SKILLS

Transferable functional skills are those you can apply in a variety of situations. Recognizing skills you possess and identifying ones you would like to develop helps your career planning in several ways.

* Research professions that will allow you to use your skills in a rewarding way
* Create a plan for developing desired skills
* Tell networking contacts and potential employers how your skills will bring value to your targeted field or organization

Listed below are activities that represent a wide range of abilities. **Highlight the skills you currently posses, circle those you would like to use routinely in your profession, and put a check by those you would like to develop.** Consider avenues for developing or strengthening skills such as volunteering, working, actively participating in a student organization, and interning.

Assembling things Handling detail work Investigating problems

Compiling statistics Writing reports Selling products

Comprehending ideas Interpreting languages Remembering information

Coaching individuals Persuading others Drafting reports

Making decisions Conducting meetings Operating equipment

Inventing new ideas Confronting others Dispensing information

Inspecting physical objects Motivating others Conducting interviews

Compiling statistics Handling complaints Deciding uses of money

Interacting with people Entertaining people Collecting money

Delegating responsibilities Supervising employees Maintaining accurate records

Coordinating schedules Adapting to new procedures Analyzing problems

Gathering information Thinking in a logical manner Resolving conflicts

Editing Writing creatively Auditing

Organizing data Writing speeches Speaking to groups

Working with children Developing plans Planning social events

Following stock market Understanding cultures Summarizing information

Writing letters Writing proposals Managing a group

Raising funds Recruiting volunteers Estimating physical space

Mediating between people Defining a problem Promoting events

Designing flyers/ads Adapting to changes Seeing big picture

Arranging furniture Prioritizing tasks Identifying potential in others

Preparing food Observing behavior Using math to solve problems

Empathizing with others Interpreting information Synthesizing data

Building furniture Designing an audio system Serving as a travel guide

Listening actively Managing finances Drafting budgets

Gardening Writing computer programs Designing websites

Training others Caring for the ill Networking with people

Improving efficiency Building teams Collecting data

Putting others at ease Working with animals Providing care to others

Enforcing policies Working at quick pace Designing clothes

Taking photos Playing musical instrument Following detailed directions

Staying on budget Debating Evaluating costs/benefits

Finding markets for new products Repairing electronics

Breaking down complex problems Meeting tight deadlines

Talking easily with people at all levels Following up on details

Teaching Using scientific rules/methods Evaluating performance