**Functional/Transferable Skills Inventory –**

Transferable skills can be broadly sorted into one of three categories:

* Skills related to **PEOPLE**
* Skills related to **DATA & INFORMATION**
* Skills related to **THINGS**

***Under which category do MOST of your favorite skills fall?***

***This list is not exhaustive, but it should get you started defining more PRECISELY***

***the skills you MOST LOVE USING!***

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**PEOPLE SKILLS**

**TAKING INSTRUCTIONS** – Giving attention to instructions, and then carrying out the prescribed action.

Representing; following through; executing; enforcing regulations; rendering support services.

**SERVING** – Answering implicit or explicit wishes or needs of others. Preparing (something for someone); helping; protecting.

**SENSING, FEELING** – Apprehending through intuition, showing sensitivity to others, especially to their feelings. Intuiting; being sensitive and responsive to the feelings of others; empathizing; showing warmth; keen ability to put self in someone else’s shoes; having keen sense of taste; having keen sense of smell.

**COMMUNICATING** – Signaling, speaking or listening to others to convey or receive information. Listening; receiving information; learning; questioning; interviewing; exchanging information; signaling; telling; talking; writing; informing; giving instructions; speechwriting; playwriting.

**PERSUADING, INSPIRING**– Moving people by means of demonstration or argument toward a course of action. Influencing; inspiring; convincing; motivating; moving; developing rapport or trust; recruiting talent or leadership; demonstrating (a product); selling tangibles or intangibles; publicizing; promoting; fund-raising; writing proposals; arranging financing.

**PERFORMING, AMUSING** – Getting up before a group of people, and performing in a manner that illuminates, gives pleasure, or both. Exhibiting showmanship; amusing; making people laugh; acting; dramatizing; modeling; singing; dancing; playing music; giving poetry readings; making oral presentations; exceptional speaking ability; thinking quickly on one’s feet; writing with humor, fun and flair.

**MANAGING, SUPERVISING** – Monitoring individual behavior and coordinating with others; for the systematic achieving of some organizational objective. Determining goals; interpreting goals; promoting harmonious relations & efficiency; encouraging people; coordinating; managing; overseeing; heading; administering; directing public affairs; directing (production of); controlling (a project). NEGOTIATING,

**DECIDING** – Arriving at an individual or jointly agreed-upon decision, usually through discussion and compromise. Exchanging information; discussing; conferring; working well in a hostile environment; treating people fairly; mediating;

**PEOPLE SKILLS (Cont’d)**

arbitrating; bargaining; umpiring; adjudicating; renegotiating; compromising; reconciling; resolving; charting mergers; making policy.

**FOUNDING, LEADING** – Enlisting and synergizing others toward a corporate objective. Initiating; originating; founding; instituting; establishing; charting; financing; determining goals, objectives and procedures; recognizing and utilizing the skills of others; enlisting; displaying charisma; inspiring trust; evoking loyalty; organizing diverse people into a group; unifying; synergizing; team-building; sharing responsibility; delegating authority; contracting; taking manageable risks; conducting (music).

**TREATING** – Acting to improve a physical, mental, emotional or spiritual problem of others, by using a specified technique or substance. Caring for; improving; altering; rehabilitating; having true therapeutic abilities; prescribing; counseling; praying over; curing.

**ADVISING, CONSULTING** – Giving expert advice or recommendations, based on an area of expertise one possesses. Reading avidly; continually gathering information with respect to a particular problem or area of expertise; offering services; giving expert advice; consulting; trouble-shooting; recommending; referring.

**(HOLISTIC) COUNSELING** – Dealing with a person’s problems in the context of their total self, to identify and resolve them through self-directed action. Advising; counseling; mentoring; facilitating personal growth and development of others; helping people identify their problems, needs, and solutions; interpreting dreams; solving problems; raising people’s self-esteem.

**TRAINING** – Giving new information or ideas to people, through lecture, demonstration, or practice. Knowing (something); causing an individual or group to know (something); lecturing; fostering a stimulating learning environment; instilling in people a love of the subject being taught; explaining difficult or complex concepts or ideas; giving examples; demonstrating, showing; translating; detailing; modeling desired behavior; group facilitating; helping others to express their views; helping others to experience (something); empowering.

**DATA & INFORMATION SKILLS**

**OBSERVING** – Studying the behavior of people, animals or things, or the details of a particular phenomenon or place. Paying careful attention to; being very observant; studying; concentrating; keeping track of details; focusing on minutiae.

**COMPARING** – Examining two or more people or things, to discover similarities and dissimilarities. Comparing; checking; making comparisons; proofreading; discovering similarities or dissimilarities; perceiving identifies or divergences; developing a standard or model.

**COPYING, STORING, AND RETRIEVING** – Making an imitation in the mind or on various materials. Entering (data); keeping records; addressing; posting; copying; transcribing; recording; memorizing; classifying expertly; protecting; keeping confidential; filing in a way to facilitate retrieval; remembering; retrieving; extracting; reproducing; imitating; reviewing; restoring; giving out information patiently and accurately.

**COMPUTING** – Dealing with numbers, performing simple or complex arithmetic. Counting; taking inventory; calculating; solving statistical problems; auditing; keeping accurate financial records; reporting; maintaining fiscal controls; budgeting; projecting; purchasing; operating a computer competently with spreadsheets and statistics (and, by extension, with all computer applications: word processing, data-bases, graphics, and telecommunications).

**DATA & INFORMATION SKILLS (Cont’d)**

**RESEARCHING** – Finding and reporting on, things not easy to find. Investigating; detecting; surveying; inventorying; interviewing; identifying; finding; gathering; collecting; assembling; compiling; composing; collating; tabulating; classifying; ascertaining; determining; proving; disproving; reporting.

**ANALYZING** – Breaking a principle or thing into its constituent parts, or basic elements. Examining; visualizing; reasoning; finding the basic units; dissecting; extracting; selecting; testing; evaluating; perceiving and defining cause-and-effect relations; proving; interpreting.

**ORGANIZING** – Giving a definite structure and working order to things. Forming into a whole with connected and interdependent parts; collating; formulating; defining; classifying materials; arranging according to a prescribed plan or evolving schema; expertly systematizing.

**EVALUATING** – Making judgments about people, information, or things. Diagnosing; inspecting; checking; testing; perceiving common denominators; weighing; appraising; assessing; deciding; judging; screening out people; discriminating what is important from what is unimportant; discarding the unimportant; editing; simplifying; summarizing; consolidating.

**VISUALIZING** – Able to conceive shapes or sounds, perceiving their patterns and structures, and to enable others to see them too. Having form perception; imagining; able to visualize shapes; perceiving patterns and structures; skilled at symbol formation; creating poetic images; visualizing concepts; possessing accurate spatial memory; easily remembering faces; having an uncommonly fine sense of rhythm; estimating (e.g. speed); illustrating; photographing; sketching; drawing; coloring; painting; designing; drafting; mapping.

**IMPROVING, ADAPTING** – Taking what others have developed, and applying it to new situations, often in a new form. Adjusting; improvising; expanding; improving; arranging (as, music); redesigning; updating; applying.

**CREATING, SYNTHESIZING** – Transforming apparently unrelated things or ideas, by forming them into a new cohesive whole. Relating; combining; integrating; unifying; producing a clear, coherent unity; intuiting; inventing; innovating; conceptualizing; hypothesizing; discovering; conceiving new interpretations, concepts and approaches; formulating; programming; projecting; forecasting.

**DESIGNING** – Fashioning or shaping things. Creating (things); designing in wood or other media; experimenting; fashioning; shaping; making models; making handicrafts; sculpting; creating symbols.

**PLANNING, DEVELOPING** – Determining the sequence of tasks, after reviewing pertinent data or requirements, and often overseeing the carrying out of the plan. Reviewing pertinent data requirements; determining the need for revisions of goals, policies and procedures; planning on the basis of lessons from the past; determining the sequence of operations; making arrangements for the functioning of a system; overseeing; establishing; executing decisions reached; developing; building markets for ideas or products; traveling.

**EXPEDITING** – Speeding up the accomplishment of a task or series of tasks, so as to reach an organizational objective on or ahead of time. Dispatching; adept at finding ways to speed up a job; establishing effective priorities among competing requirements; skilled at allocating scarce financial resources; setting up and maintaining on-time work schedules; coordinating operations and details; quickly sizing up situations; anticipating people’s needs; acting on new information immediately; seeks and seizes opportunities; deals well with the unexpected or critical event; able to make hard decisions; bringing projects in on time and within budget.

**ACHIEVING** – Systematically accomplishing tasks in a manner that causes objectives to be attained or surpassed. Completing; attaining objectives; winning; meeting goals; producing results; delivering as promised; improving performance; making good use of feedback; increasing productivity.

**SKILLS RELATED TO THINGS**

**HANDLING (OBJECTS)** – Using one’s hands or body to identify or move an object. Feeling; fingering; washing; raising; lifting; carrying; balancing; pushing; pulling; moving; taking; gathering; receiving; setting (down); shipping; unloading; separating; sorting; distributing; delivering; supplying.

**BEING ATHLETIC** – Using one’s body as an instrument of accomplishment. Displaying great physical agility; possessing great strength; demonstrating outstanding endurance; maintaining uncommon physical fitness; having excellent eye-hand-foot coordination; possessing fine motor coordination.

**WORKING WITH THE EARTH AND NATURE** – Using earth’s body as an instrument of accomplishment, though under the limitations of the special laws that are written into the behavior of the earth and growing things. Clearing; digging; plowing; tilling; seeding; planting; helping to grow; nurturing; weeding; harvesting.

**FEEDING, EMPTYING (MACHINES)** – Putting materials into or taking them out of machines, often as they are running. Placing; stacking; loading; feeding; emptying; dumping; removing; disposing of.

**MINDING (MACHINES)** – Monitoring, adjusting, and servicing automatic machines, usually as they are running. Monitoring machines or valves; watching to make sure nothing is wrong; tending; pushing buttons; starting; flipping switches; adjusting controls; turning knobs; stopping; making adjustments when machine threatens to malfunction, or does.

**USING (TOOLS)** – Manipulating hand tools (electrically-powered or not) to accomplish that which the hands by themselves cannot. The following skills are all accomplished with the aid of kitchen, garden or shop hand tools: using or utilizing (particular tools); manipulating (materials); working; eating; placing; guiding; moving; shaping; molding; filing; cutting; applying; pressing; binding; sewing (by hand); weaving; knitting; painting.

**OPERATING (EQUIPMENT OR MACHINES)** – Performing some or all of the following operations upon a particular kind of (office, shop or other) machine or equipment. You need to specify which equipment or machines you know how to perform these operations on (e.g., a computer or typewriter); and which operations; starting; operating; inputting; inserting; controlling; maintaining; monitoring; observing; checking; regulating; adjusting; changing; cleaning; refilling; producing (some kind of output, or product).

**OPERATING (VEHICLES)** – Performing some or all of the following operations upon a particular kind of vehicle. Driving; piloting; navigating; guiding; steering; regulating controls of; switching. PRECISION

**WORKING** – Precise attainment of set limits, tolerances or standards. Keypunching; drilling; sandblasting; grinding; forging; fitting; tuning; adjusting; having great finger dexterity; sketching; drawing; painting; sewing minute stitches; making miniatures; skilled at working in the micro-universe.

**SETTING UP (DISPLAYS, MACHINERY, EQUIPMENT)** – Preparing; clearing; laying; constructing; building; assembling; installing; displaying.

**REPAIRING** – Putting something back into something like its original condition; or at least into good operating condition. You will need to say what it is that you are good at repairing or restoring; fixing; repairing; doing preventative maintenance; troubleshooting; restoring (as, art).