

Functional Transferable Skills Inventory

Taken from www.lifeworktransitions.com, companion website for *Life Work Transitions.com: Putting Your Spirit Online*, by Deborah L. Knox and Sandra S. Butzel, a great book for career changers, of all ages and any field, who want to find meaningful work.

Instructions:

1. List the top 6 accomplishments of which you are most proud in **Section A**. The accomplishments can be from any area of your life, not just work.
2. Select which skills you used for each accomplishment by marking an X in the box in the appropriate numbered column in **Section B** (column numbers should match the accomplishment's number)
3. Do this for each of the six accomplishments.

Section A: Accomplishments

1. Communications & publicity co-chair for AOCC
2. Wrote and illustrated children's books
3. Developed and implemented curriculum
4. Created a reading program
5. Created a research project for AIE class
6. Taught students at various levels

Section B: Skill Inventory

Verbal Communication	1	2	3	4	5	6
Perform and entertain before groups						X
Speak well in public appearances	X					X
Confront and express opinions without offending						
Interview people to obtain information					X	
Handle complaints ___ in person ___ over phone	X					
Present ideas effectively in speeches or lecture						X
Persuade/influence others to a certain point of view	X		X	X		

Sell ideas, products or services						
Debate ideas with others			X	X		X
Participate in group discussions and teams	X		X	X	X	

Nonverbal Communication	1	2	3	4	5	6
Listen carefully and attentively	X					X
Convey a positive self image	X					X
Use body language that makes others comfortable	X					X
Develop rapport easily with groups of people	X					X
Establish culture to support learning			X	X		X
Express feelings through body language						
Promote concepts through a variety of media	X	X				
Believe in self worth						
Respond to non-verbal cues	X					
Model behavior or concepts for others	X					X

Written Communication	1	2	3	4	5	6
Write technical language, reports, manuals					X	
Write poetry, fiction plays		X				
Write grant proposals						
Prepare and write logically written reports					X	
Write copy for sales and advertising	X					
Edit and proofread written material	X	X			X	
Prepare revisions of written material	X	X			X	
Utilize all forms of technology for writing						
Write case studies and treatment plans					X	
Demonstrate expertise in grammar and style	X	X			X	

Train/Consult	1	2	3	4	5	6
Teach, advise, coach, empower						X
Conduct needs assessments			X	X	X	X
Use a variety of media for presentation						X
Develop educational curriculum and materials			X	X		X

Create and administer evaluation plan						
Facilitate a group						X
Explain difficult ideas, complex topics					X	X
Assess learning styles and respond accordingly			X	X		X
Consult and recommend solutions					X	
Write well organized and documented reports					X	

Analyze	1	2	3	4	5	6
Study data or behavior for meaning and solutions					X	
Analyze quantitative, physical and/or scientific data					X	
Write analysis of study and research					X	
Compare and evaluate information			X	X	X	
Systematize information and results					X	
Apply curiosity					X	
Investigate clues					X	
Formulate insightful and relevant questions					X	
Use technology for statistical analysis					X	

Research	1	2	3	4	5	6
Identify appropriate information sources					X	
Search written, oral and technological information			X	X	X	
Interview primary sources					X	
Hypothesize and test for results						
Compile numerical and statistical data					X	
Classify and sort information into categories					X	
Gather information from a number of sources			X	X	X	
Patiently search for hard-to-find information					X	
Utilize electronic search methods			X	X	X	

Plan and Organize	1	2	3	4	5	6
Identify and organize tasks or information	X				X	
Coordinate people, activities and details	X				X	X

Develop a plan and set objectives			X	X	X	
Set up and keep time schedules					X	
Anticipate problems and respond with solutions						
Develop realistic goals and action to attain them					X	
Arrange correct sequence of information and actions			X	X	X	
Create guidelines for implementing an action			X	X	X	
Create efficient systems						

Counsel and Serve	1	2	3	4	5	6
Counsel, advise, consult, guide others						X
Care for and serve people; rehabilitate, heal						
Demonstrate empathy, sensitivity and patience						
Help people make their own decisions						
Help others improve health and welfare						
Listen empathically and with objectivity						
Coach, guide, encourage individuals to achieve goals						X
Mediate peace between conflicting parties						
Knowledge of self-help theories and programs						
Facilitate self-awareness in others						

Interpersonal Relations	1	2	3	4	5	6
Convey a sense of humor						X
Anticipate people's needs and reactions						X
Express feelings appropriately						X
Process human interactions, understand others						X
Encourage, empower, advocate for people						X
Create positive, hospitable environment						X
Adjust plans for the unexpected						
Facilitate conflict management						
Communicate well with diverse groups					X	X
Listen carefully to communication					X	X

Leadership	1	2	3	4	5	6
Envision the future and lead change			X	X		
Establish policy						
Set goals and determine courses of action			X	X	X	
Motivate/inspire others to achieve common goals						
Create innovative solutions to complex problems						
Communicate well with all levels of the organization					X	X
Develop and mentor talent						X
Negotiate terms and conditions						
Take risks, make hard decisions, be decisive						
Encourage the use of technology at all levels						

Management	1	2	3	4	5	6
Manage personnel, projects and time					X	
Foster a sense of ownership in employees						
Delegate responsibility and review performance					X	
Increase productivity and efficiency to achieve goals						
Develop and facilitate Work Teams						
Provide training for development of staff						
Adjust plans/procedures for the unexpected						
Facilitate conflict management						
Communicate well with diverse groups					X	X
Utilize technology to facilitate management						

Financial	1	2	3	4	5	6
Calculate, perform mathematical computations						
Work with precision with numerical data						
Keep accurate and complete financial records						
Perform accounting functions and procedures						

Compile data and apply statistical analysis						
Create computer generated charts for presentation						
Use computer software for records and analysis						
Forecast, estimate expenses and income						
Appraise and analyze costs						
Create and justify organization's budget to others						

Administrative	1	2	3	4	5	6
Communicate well with key people in organization			X	X	X	
Identify and purchase necessary resource materials			X	X		
Utilize computer software and equipment						
Organize, improve, adapt office systems						
Track progress of projects and troubleshoot						
Achieve goals within budget and time schedule						
Assign tasks and sets standards for support staff						
Hire and supervise temporary personnel as needed						
Demonstrate flexibility during crisis						
Oversee communication, email and telephones						

Create and Innovate	1	2	3	4	5	6
Visualize concepts and results		X	X	X	X	
Intuit strategies and solutions	X				X	
Execute color, shape and form		X				
Brainstorm and make use of group synergy	X					X
Communicate with metaphors		X				X
Invent products through experimentation						
Express ideas through art form		X				X
Remember faces, accurate spatial memory						
Create images through, sketches,		X				

sculpture, etc.						
Utilize computer software for artistic creations		X				