

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. Conducted professional development workshops for teachers in Malawi
2. Established life skills clubs and mentored participating students
3. Created proposal to create agricultural field school
4. Created regional and cross-regional education statistical profiles for Congress
5. Supervise program operations for 9 program grants, ensuring USAID compliance
6. Oversaw implementation of technical training programs

Section B: Skill Inventory

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

Sell ideas, products or services						
Debate ideas with others			X			
Participate in group discussions and teams	X	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			X	X
Establish culture to support learning	X	X				X
Express feelings through body language						
Promote concepts through a variety of media						
Believe in self worth	X	X				
Respond to non-verbal cues						
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						
Write grant proposals			X			
Prepare and write logically written reports			X	X		
Write copy for sales and advertising						
Edit and proofread written material			X	X		
Prepare revisions of written material			X	X		
Utilize all forms of technology for writing						
Write case studies and treatment plans						
Demonstrate expertise in grammar and style			X	X		

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

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

Analyze	1	2	3	4	5	6
Study data or behavior for meaning and solutions				X	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		X
Apply curiosity						
Investigate clues						
Formulate insightful and relevant questions						
Use technology for statistical analysis						

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

Plan and Organize	1	2	3	4	5	6
Identify and organize tasks or information	X	X		X		X
Coordinate people, activities and details	X	X			X	X
Develop a plan and set objectives	X		X		X	X
Set up and keep time schedules					X	X

Anticipate problems and respond with solutions					X	X
Develop realistic goals and action to attain them			X		X	X
Arrange correct sequence of information and actions			X		X	X
Create guidelines for implementing an action			X		X	X
Create efficient systems					X	

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

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

Leadership	1	2	3	4	5	6
Envision the future and lead change						

Establish policy						
Set goals and determine courses of action		X	X			X
Motivate/inspire others to achieve common goals						X
Create innovative solutions to complex problems						
Communicate well with all levels of the organization						X
Develop and mentor talent	X	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			X	X
Foster a sense of ownership in employees		X				
Delegate responsibility and review performance						X
Increase productivity and efficiency to achieve goals					X	
Develop and facilitate Work Teams						
Provide training for development of staff	X	X				X
Adjust plans/procedures for the unexpected					X	X
Facilitate conflict management					X	X
Communicate well with diverse groups	X	X			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					X	
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
Identify and purchase necessary resource materials					X	X
Utilize computer software and equipment						
Organize, improve, adapt office systems						
Track progress of projects and troubleshoot					X	X
Achieve goals within budget and time schedule					X	X
Assign tasks and sets standards for support staff					X	X
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
Intuit strategies and solutions						
Execute color, shape and form						
Brainstorm and make use of group synergy						
Communicate with metaphors						
Invent products through experimentation						
Express ideas through art form						
Remember faces, accurate spatial memory						
Create images through, sketches, sculpture, etc.						
Utilize computer software for artistic creations						