

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. Please see the example for guidance.

Section A: Accomplishments

1a. (Example) Presented portion of master's thesis at conference

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Section B: Skill Inventory

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

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

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

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

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

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

Analyze	1a	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						
Systematize information and results							
Apply curiosity							
Investigate clues							
Formulate insightful and relevant questions	X						
Use technology for statistical analysis	X						

Research	1a	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						
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	X						

Plan and Organize	1a	1	2	3	4	5	6
Identify and organize tasks or information							
Coordinate people, activities and details							
Develop a plan and set objectives	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						
Create guidelines for implementing an action	X						
Create efficient systems							

Counsel and Serve	1a	1	2	3	4	5	6
Counsel, advise, consult, guide others							
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							
Mediate peace between conflicting parties							
Knowledge of self-help theories and programs							
Facilitate self-awareness in others							

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

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

Management	1a	1	2	3	4	5	6
Manage personnel, projects and time							
Foster a sense of ownership in employees							
Delegate responsibility and review performance							
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							
Utilize technology to facilitate management							

Financial	1a	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	1a	1	2	3	4	5	6
Communicate well with key people in organization							
Identify and purchase necessary resource materials							
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	1a	1	2	3	4	5	6
Visualize concepts and results							
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							

