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| **Transferable Skills** What skills have you developed, or would you like to develop? | Developedat home or education | Developed at work | Enjoy using | Good at | Would like to Develop this skill |
| **Working in teams** |
| Communication, verbal and written | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Listening | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Problem solving and conflict resolution | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Respecting diverse cultures | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Respecting others ideas | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Working towards common goals | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Building rapport and relationships | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Making decisions | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Reliable and dependable | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Persuade and influence others | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Able to meet deadlines | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Leadership** |
| Creative thinking/ innovation | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Project management | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Organising/ teaching and instructing | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Leading/mentoring/directing others | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Promoting change | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Making decisions | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Taking risks | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Standing in front of a group/performing | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Selling/promoting | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Negotiating/persuading | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Following through |
| Finishing projects/tasks to completion | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Following through on plans | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Attending to details | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Classifying/recording/filing/retrieving | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

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| **Transferable Skills** What skills have you developed, or would you like to develop? | Developedat home or education | Developed at work | Enjoy using | Good at | Would like to Develop this skill |
| **Using artistic abilities** |
| Fashioning or shaping things/materials | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Creating symbols or images | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Creating spaces, shapes, or faces | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Creating and working with colours | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Using words at an advanced levelWriting, journalism, theatre, narrator | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Using your hands |
| Assembling | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Building/constructing | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Operating tools | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Operating machinery | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Having manual skills | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Handling with precision | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Fixing or repairing | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Using intuition |
| Showing foresight | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Reading a person or situation accurately | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Having insight | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Acting on a gut reaction | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Having visionary ideas | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Using words** |
| Reading | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Copying (accurately) | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Writing | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Speaking  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Teaching or training | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Editing | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Memorising | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

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| **Transferable Skills** What skills have you developed, or would you like to develop? | Developedat home or education | Developed at work | Enjoy using | Good at | Would like to Develop this skill |
| Using analytical thinking or logic |
| Researching/information gathering | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Analysing/dissecting | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Organising/classifying | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Problem solving | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Separating important from unimportant | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Diagnosing | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Putting things in order/ sorting | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Comparing/identifying similarities | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Testing/screening | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Reviewing/Evaluating | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Using your senses** |
| Observing/surveying | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Examining/inspecting | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Diagnosing/determining | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Attention to detail | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Using originality or creativity |
| Imagining/being imaginative | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Inventing/creating | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Designing/developing | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Improvising/experimenting | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Adapting/improving | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Using your body |
| Muscular coordination | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Physically active | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Doing things outside | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Using numbers |
| Counting/ Calculating/computing | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Keeping financial records | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Managing money | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Memorising numbers | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Manipulating numbers | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Transferable Skills** What skills have you developed, or would you like to develop? | Developedat home or education | Developed at work | Enjoy using | Good at | Would like to Develop this skill |
| **Showing helpfulness** |
| Helping/being of service | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Sensitivity to others | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Listening | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Developing rapport | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Conveying warmth/caring | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Understanding | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Drawing out people | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Offering support | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Representing others’ wishes accurately | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Motivating | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Sharing credit/appreciation | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Healing/curing | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Counselling/guiding | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |