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| **Transferable Skills** What skills have you developed, or would you like to develop? | Developed  at 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? | Developed  at 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 level  Writing, 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? | Developed  at 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? | Developed  at 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 |  |  |  |  |  |