



SKILLS INVENTORY ASSESSMENT

Skill Sets - Identifying & Categorising Transferable Skills

What do you have going for you now?

Skills come in a variety of forms. We all have them! You likely possess several skills that the person next to you does not, and vice versa. This is what begins to set you apart.

Skills are the things you do well and that are important to let selection committees, and prospective employers know about as you pursue your next steps with them.

It's also a great exercise to remind yourself of how awesome you are!

Let's learn how to pinpoint your skills -- honestly and quickly. Then when asked, you can reel off your strengths and be able to back up your claims with examples of when you used them to accomplish something meaningful.

Because different skills are useful in different settings, it's good to get an idea of all the skills now in your possession. It's also good to know which skills you'd like to work on, so you can develop a strategy to do so.

Which skills do you lack that are necessary for succeeding in your next steps?

Irrespective of your gender, socio-economic background, whether you are a blue or white collar worker or recently let go; you have at least two kinds of skills: Self-Managed and Transferable.

Think about all the skills you've learned during your education or career. Talk to those around you to discover and develop your next set of skills to learn. Ask yourself:

Where do I want to go next? What do I want to be doing? Who Can I look up to? What does the pathway look like?

Follow the simple instructions over the page.
You will be amazed at your potential!



Skills Inventory Worksheet

Use the list to create an inventory of the skills and traits you **Have (H)**, need to **Learn (L)** and need to **Enhance (E)**.

1. Self-Management Skills

Identify your personality traits by marking **H,L,E** next to the traits below that stand out as important to you. These traits shape your work habits, behaviour and, character and identity. Make a positive note about a time you demonstrated key traits in a professional setting.

- | | |
|--|--|
| <input type="checkbox"/> Alert | <input type="checkbox"/> Motivated |
| <input type="checkbox"/> Ambitious | <input type="checkbox"/> Optimistic |
| <input type="checkbox"/> Assertive | <input type="checkbox"/> Orderly |
| <input type="checkbox"/> Authentic (“real”) | <input type="checkbox"/> Patient |
| <input type="checkbox"/> Calm | <input type="checkbox"/> Persistent |
| <input type="checkbox"/> Careful | <input type="checkbox"/> Poised |
| <input type="checkbox"/> Cautious | <input type="checkbox"/> Polite |
| <input type="checkbox"/> Cheerful | <input type="checkbox"/> Prompt |
| <input type="checkbox"/> Conforming | <input type="checkbox"/> Resilient |
| <input type="checkbox"/> Cooperative | <input type="checkbox"/> Responsible |
| <input type="checkbox"/> Determined | <input type="checkbox"/> Self-Controlled |
| <input type="checkbox"/> Dependable | <input type="checkbox"/> Self-Confident |
| <input type="checkbox"/> Diplomatic | <input type="checkbox"/> Sincere |
| <input type="checkbox"/> Dynamic (high-energy) | <input type="checkbox"/> Spontaneous |
| <input type="checkbox"/> Easy-Going | <input type="checkbox"/> Strong-Willed |
| <input type="checkbox"/> Enthusiastic | <input type="checkbox"/> Tactful |
| <input type="checkbox"/> Ethical | <input type="checkbox"/> Thrifty |
| <input type="checkbox"/> Fast | <input type="checkbox"/> Tolerant |
| <input type="checkbox"/> Flexible | <input type="checkbox"/> Trustworthy |
| <input type="checkbox"/> Friendly | <input type="checkbox"/> Versatile |
| <input type="checkbox"/> Hard-Working | |
| <input type="checkbox"/> Helpful | |
| <input type="checkbox"/> Honest | |
| <input type="checkbox"/> Humorous | |
| <input type="checkbox"/> Independent | |
| <input type="checkbox"/> Kind | |
| <input type="checkbox"/> Loyal | |
| <input type="checkbox"/> Mature | |



2. Transferable Skills

Skills related to performance and ability that you can transfer to new situations and work environments are called transferable skills. With an open mind you might be surprised what pathways and opportunities open up for you. **Challenge your existing beliefs!**

Mark the appropriate skills with **H**, **L**, or **E**. Then, make a note about a time when you demonstrated the key skills in a professional setting. *(This step creates talking points interviews and dot points for your accomplishments.)*

Manual/Technical Skills

- Assemble/Install
- Construct/Build
- Fix/Repair
- Reason mechanically
- Work with animals
- Use hand tools
- Operate machinery & equipment
- Drive vehicles
- Landscape/Garden
- Possess physical stamina
- Labor outdoors
- Use hands well

Analytical/Problem Solving Skills

- Analyze/Diagnose
- Research/Investigate
- Interpret Data
- Classify/Organize
- Evaluate/Assess
- Write scientifically or technically
- Make logical decisions
- Analyze finances
- Reason mathematically
- Use facts
- Prioritize
- Put things into logical order
- Explore scientifically
- Use rational reasoning



Innovative/Original Skills

- Use imagination to create
- Design graphically
- Use intuition
- Design programs, events
- Originate ideas
- Act/Perform
- Write creatively
- Brainstorm
- Have artistic sense
- Draw/Design artistically
- Move creatively/Dance/Mime
- Put facts together creatively (synthesize)
- Innovate/Invent something new
- Compose music, songs, lyrics

Social/Interpersonal Skills

- Listen skillfully
- Develop rapport, understanding
- Counsel/Guide/Mentor
- Draw people out/Interview
- Instruct/Train/Educate
- Put others at ease
- Facilitate groups
- Communicate with tact
- Serve/Respond
- Advise
- Cooperate with others
- Show warmth and caring
- Support and cooperate
- Heal/Nurse/Nurture/Cure



Managing/Influencing Skills

- Administer programs or resources
- Direct/Supervise
- Make business decisions
- Negotiate with others or groups
- Sell/Persuade
- Convince through force of personality
- Oversee programs, projects, activities
- Organize/Set goals
- Undertake entrepreneurial activities
- Organize and manage activities
- Exercise leadership in a group
- Take risks in public
- Negotiate deals or transactions
- Coordinate people and activities

Detail/Data Skills

- Work with numerical data
- Proofread/Edit
- Inspect/Examine/Inventory
- Type/Word processing
- Follow direction accurately
- Be careful and accurate
- Do math quickly and accurately
- Schedule/Organize events
- Complete details on schedule
- Keep track of data or numbers/Accounting
- Categorize/Sort
- Remember numbers or specific facts
- Attend to details
- File/Classify/Record/ Retrieve

Other Skills

Add your own: