

## Transferable Skills Summary and Self-Assessment

Transferable or career skills are skills that are learned in one situation and that can be transferred or applied to the workplace. A few examples are: communication skills, teamwork skills and presentation skills, but there are many more.

### Transferable Individual Skills Self-assessment

After completing this self-assessment exercise, complete the summary and action plan on the last page of this worksheet.

| <b>Self-Assessment Guide</b>  |
|---|
| <b>Well developed</b> - I have examples where I have done this in the past. I am confident that I can use this skill effectively when required. |
| <b>Some experience</b> - I have used this skill but would benefit from opportunities to develop this further.                                   |
| <b>Under-developed</b> - I have not developed this skill or availed of opportunities where it may have been possible to do so.                  |

| <b>People Skills</b>   |                     |                      |                      |
|--|---------------------|----------------------|----------------------|
| <b>Skills</b>  | <b>Well Develop</b> | <b>Some Experien</b> | <b>Under-develop</b> |
| <b>Team Work Skills -</b><br><i>Openly expresses views and opinions within a group. Shows willingness to take on tasks and responsibilities to help the team reach its objectives.</i>   |                     |                      |                      |
| <b>Communication Skills –</b><br><i>Can speak clearly and listen attentively. Possesses the ability to convey information so that it is received and understood, maintaining appropriate body language and clarifying where necessary.</i> |                     |                      |                      |
| <b>Presentation Skills –</b><br><i>Can present information clearly and confidently to individuals and groups maintaining good eye contact, keeping attention while getting the desired message across.</i>                                 |                     |                      |                      |
| <b>Leadership Skills –</b><br><i>Can communicate a vision or goal to others and lead them towards achieving it. Pushes for action and results and wins the support of colleagues and team members.</i>                                     |                     |                      |                      |
| <b>Interpersonal Skills –</b><br><i>Relates well to people and has the ability to control feelings that emerge in difficult situations and respond appropriately.</i>  |                     |                      |                      |
| <b>Influencing Skills –</b><br><i>Shows ability to persuade people at all levels of an organization, easily wins co-operation and support for ideas or projects.</i>   |                     |                      |                      |

| <b>Task Skills</b>   |                     |                      |                      |
|--|---------------------|----------------------|----------------------|
| <b>Skills</b>  | <b>Well Develop</b> | <b>Some Experien</b> | <b>Under-develop</b> |
| <b>Organization Skills –</b><br><i>Effective use of resources to ensure that goals or projects are completed on time.</i>  |                     |                      |                      |
| <b>Time Management –</b><br><i>The ability to prioritize and use time efficiently to ensure that all relevant work is scheduled and completed in accordance with agreed timelines.</i> |                     |                      |                      |
| <b>Business Acumen –</b><br><i>Understands the main business activities and strategic direction of their organization and keeps up to date with new developments in the field.</i>     |                     |                      |                      |
| <b>Computer/Technical –</b><br><i>Proficient in the use of basic computer packages and up to date with packages that are essential for your chosen career.</i>                         |                     |                      |                      |
| <b>Problem Solving –</b><br><i>Identifying and evaluating issues or road blocks in a particular task and taking the necessary action to resolve them effectively.</i>                  |                     |                      |                      |

| <b>Personal Skills</b>  |                     |                      |                      |
|---|---------------------|----------------------|----------------------|
| <b>Skills</b>   | <b>Well Develop</b> | <b>Some Experien</b> | <b>Under-develop</b> |
| <b>Initiative –</b><br><i>Not afraid to implement something new to improve a situation, seeks opportunities to influence events or make decisions.</i>                  |                     |                      |                      |
| <b>Learning –</b><br><i>Open to new opportunities to learn new things and committed to personal development, seeks feedback to improve performance.</i>                 |                     |                      |                      |
| <b>Motivation –</b><br><i>Driven to exceed at allocated tasks, shows confidence in their ability and expects to hit agreed targets.</i>                                 |                     |                      |                      |
| <b>Integrity –</b><br><i>Maintains confidential business information and behaves in a professional manner when dealing with colleagues and customers.</i>               |                     |                      |                      |
| <b>Adaptability –</b><br><i>Embraces new challenges and new ways of doing things. Not phased by changing plans and able react effectively to new ideas and targets.</i> |                     |                      |                      |

**Skills Summary and Action Plan**

**Top three skills** (including examples of where I have developed them)

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

Now you should reflect on the skills that you feel you need to develop that may be essential for the career area you are interested in. In the space provided below you should identify three skills that you should try to develop this year, thinking about activities or projects that would help you to do so.

**Skills I need to develop** (Include examples of activities that will help you develop them)

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_