

## Transferable Skills Inventory

- In the left hand column is a very comprehensive list of skills. In the rest of the columns are some questions about how competent you are at that skill and if you would like to make use of it.
- You must tick at least one box for each skill.
- The skills are listed in no particular order; you will have to think about each one.

Skills	How good am I at using this skill			How much would I like to use this skill		
	Very competent	Competent	I would like to develop it	Often	Sometimes	Rarely or never
Performing in a group, on stage, in public, etc.						
Following instructions, diagrams, blueprints						
Building, constructing						
Physically strong						
Conveying feelings or thoughts through body, face and/or voice						
Taking an inventory						
Teaching, training						
Using machine tools, sewing machine, lathe, power tools						
Problem solving						
Examining, observing, surveying, an eye for detail and accuracy						
Developing other's ideas						
Fixing, repairing things						
Hand-eye co-ordination						
Giving credit to others, showing appreciation						
Reviewing, evaluating						
Finding out how things work						

Skills	How good am I at using this skill			How much would I like to use this skill		
	Very competent	Competent	I would like to develop it	Often	Sometimes	Rarely or never
Listening						
Diagnosing, looking for problems						
Creating, innovating, seeing alternatives						
Helping others						
Assembling things						
Composing music						
Using hand tools						
Organising, classifying						
Reading for facts						
Quick physical reactions						
Driving car, motorbike						
Managing money, budgeting						
Handling things with precision and speed						
Designing things, events, learning situations						
Working creatively with colours						
Conveying feelings or thoughts through drawing, painting, etc.						
Writing creatively						
Memorising numbers						
Organising people						
Leading, directing others						
Keeping physically fit						
Working creatively with space, shapes or faces						
Motivating people						
Muscular co-ordination						
Fashioning or shaping things or materials						

Skills	How good am I at using this skill			How much would I like to use this skill		
	Very competent	Competent	I would like to develop it	Often	Sometimes	Rarely or never
Sizing up a situation or person quickly and accurately						
Calculating, computing						
Manipulating numbers rapidly in mental arithmetic						
Taking first move in relationships						
Conveying warmth and caring						
Analysing, dissecting, sorting and sifting through information or things						
Showing sensitivity to others' feelings						
Improvising, adapting						
Having insight, using intuition						
Researching, gathering information						
Selling persuading, negotiating						
Promoting change						
Drawing out people						
Manual dexterity						
Reading for ideas						

**Now make a list of those skills that you are very competent at and would like to use very often.**

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**What sort of jobs do you think would use these skills? Write down at least 3.**

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