TRANSFERABLE SKILLS

Planning and Organizational Skills
- Follow up with others to evaluate progress of tasks
- Conduct meetings
- Give praise and credit to others for work well done
- Motivate others on group projects
- Facilitate brainstorming activities
- Develop goals for an organization
- Work effectively with organization members
- Identify tasks to be accomplished
- Prioritize tasks
- Facilitate discussions on program planning processes
- Give constructive feedback

Oral and Written Communication Skills
- Organize and present ideas effectively for formal and spontaneous speeches
- Effectively participate in group discussions
- Prepare concise and logically written materials
- Listen carefully and respond to verbal and nonverbal messages
- Effectively utilize campus resources for public relations
- Respond appropriately to positive and negative feedback
- Debate issues without being abrasive to others
- Possess courteous telephone skills

Decision-Making, Supervisory, Management and/or Leadership Skills
- Understand the steps involved with effective decision-making
- Facilitate groups in the decision-making process
- Implement sound decisions
- Take responsibility for decisions
- Evaluate the effects and effectiveness of a decision
- Be able to make decisions without feeling pressured
- Remain flexible with decisions
- Explain to others unpopular decisions
- Motivate others toward common goals
- Use effective coaching/mentoring skills with peers or subordinates

Financial Management Skills
- Develop a budget accurately estimating expenses and income
- Justify the organization's budget to others
- Work within a budget
- Keep accurate and complete financial records
- Ensure timeliness of payments
- Develop and implement a fund-raising event
Critical Thinking, Problem-Solving and Conflict Resolution Skills
- Anticipate problems before they occur
- Define the problem and identify possible/apparent causes
- Identify possible alternative solutions and select the most appropriate ones
- Facilitate group members in identifying and evaluating possible solutions
- Develop plans to implement solutions
- Handle several problems at one time
- Understand the steps involved with critical thinking
- Recognize if a problem needs to be addressed

Teamwork and Teambuilding
- Skills Motivate team members to work toward common goals
- Understand strengths and weaknesses of members and use strengths to build team development
- Collaborate on projects
- Support and praise one another for reaching goals and accomplishments

Ethics and Tolerance Skills
- Define and explain ethical behavior
- Practice ethical behavior in difficult situations
- Accept others' opinions and actions in a non-judgmental way
- Understand sexist, racist, ageist, and homophobic behavior and exhibit non-sexist, non-racist, non-ageist, and non-homophobic behavior
- Interact with and appreciate people from diverse cultural, social, and religious backgrounds
- Interact with and appreciate physically or mentally challenged individuals

Personal and Professional Management Skills
- Work effectively under pressure
- Manage time and stress effectively
- Seek additional opportunities for professional development
- Regularly participate in a healthy combination of activities for stress management
- Arrive at work at an appropriate time
- Evaluate personal and professional strengths and weaknesses
- Take initiative in job related duties
- Discern appropriate behaviors for the workplace

Information Management Skills sort data and objects
- Compile and rank information
- Apply information creatively to specific problems or tasks
- Synthesize facts, concepts, and principles
- Understand and use organizing principles
- Evaluate information based on appropriate standards
Design and Planning Skills
- Identify alternatives courses of action
- Set realistic goals
- Follow through with a plan or decision
- Manage time effectively
- Predict future trends and patterns
- Accommodate multiple demands for commitment of time, energy, and resources
- Assess needs
- Make and keep a schedule
- Set priorities

Research and Investigation Skills
- Use a variety of sources of information
- Apply a variety of methods to test the validity of data
- Identify problems and needs
- Design an experiment, plan, or model that systematically defines a problem
- Identify information sources appropriate to special needs or problems
- Formulate questions relevant to clarifying a particular problem, topic, or issue

Communication Skills
- Listen with objectivity and paraphrase the content of a message
- Use various forms and styles of written communication
- Speak effectively to individuals and groups
- Use various media to present ideas imaginatively
- Express one’s need, wants, opinions and preferences without offending the sensitivities of others
- Identify and communicate value judgments effectively
- Describe objects or events with few errors
- Convey a positive self image to others

Human Relations and Interpersonal Skills
- Keep a group "on track" and moving toward the achievement of a goal
- Maintain group cooperation and support
- Delegate tasks and responsibilities
- Interact effectively with peers, superiors, and subordinates
- Express one's feelings appropriately
- Understand the feelings of others
- Use argumentation techniques to persuade others
- Make commitments to people
- Be will to take risks
- Teach a skill, concept, or principle to others
- Analyze behavior or self and others in group situations
- Demonstrate effective social behavior in a variety of settings and under different circumstances
- Work under time and environmental pressures
Critical Thinking Skills
- Identify quickly and accurately the critical issues when making a decision or solving a problem
- Identify a general principle that explains interrelated experiences of factual data
- Define the parameters of a problem
- Identify reasonable criteria for assessing the value or appropriateness of an action or behavior
- Adapt one's concepts and behavior to changing conventions and norms
- Apply appropriate criteria to strategies and action plans
- Take given premises and reason to their conclusion
- Create innovative solutions to complex problems
- Analyze the interrelationships of events and ideas from several perspectives.

Management and Administration Skills
- Analyze tasks
- Identify people who can contribute to the solution of a problems or task
- Identify resource materials useful in the solution of a problem
- Delegate responsibility for completion of a task
- Motivate and lead people
- Organize people and tasks to achieve specific goals

Valuing Skills
- Assess a course of action in terms of its long-range effects on the general human welfare
- Make decisions that will maximize both individual and collective good
- Appreciate the contributions of art, literature, science and technology to contemporary society
- Identify one's own values
- Assess one's values in relation to important life decisions

Personal and Career Development Skills
- Analyze and learn from life experiences - both one's own and others
- Relate the skills developed in one environment (school, for instance) to the requirements of another environment (work)
- Match knowledge about one's own characteristics and abilities to information about job or career opportunities
- Identify, describe, and assess the relative importance of one's needs, values, interest, strengths, and weaknesses
- Develop personal growth goals that are motivating
- Identify and describe skill acquired through formal education and general life experiences
- Identify one's own strengths and weaknesses
- Accept and learn from negative criticism
- Persist with a project when faced with failure unless it is clear that the project cannot be carried out or is not worth the time or effort required to complete it
- Generate trust and confidence in others
- Take risks
- Accepts the consequences of one's actions
- Market one's self to prospective employers

**Personal Qualities List**

<table>
<thead>
<tr>
<th>abstract</th>
<th>decisive</th>
<th>innovative</th>
<th>receptive</th>
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Ask someone who knows you well to circle the qualities they think you possess!
# Power Words

## Management Skills
- Administered
- Analyzed
- Assigned
- Attained
- Chaired
- Contracted
- Consolidated
- Coordinated
- Delegated
- Developed
- Directed
- Evaluated
- Executed
- Improved
- Increased
- Organized
- Oversaw
- Planned
- Prioritized
- Produced
- Recommended
- Reviewed
- Scheduled
- Strengthened
- Supervised
- Reconciled
- Spoke
- Translated
- Wrote

## Research Skills
- Clarified
- Collected
- Critiqued
- Diagnosed
- Evaluated
- Examined
- Extracted
- Identified
- Inspected
- Interpreted
- Interviewed
- Investigated
- Organized
- Reviewed
- Summarized
- Surveyed
- Systematized

## Technical Skills
- Assembled
- Built
- Calculated
- Computed
- Designed
- Devised
- Engineered
- Fabricated
- Maintained
- Operated
- Overhauled
- Programmed
- Remodeled
- Repaired
- Solved
- Trained
- Upgraded

## Communication Skills
- Addressed
- Arbitrated
- Arranged
- Authored
- Corresponded
- Developed
- Directed
- Drafted
- Edited
- Enlisted
- Formulated
- Influenced
- Interpreted
- Lectured
- Mediated
- Moderated
- Motivated
- Negotiated
- Persuaded
- Promoted
- Publicized

## Helping Skills
- Assessed
- Assisted
- Clarified
- Coached
- Counseled
- Demonstrated
- Diagnosed
- Educated
- Expedited
- Facilitated
- Familiarized
- Guided
- Referred
- Rehabilitated
- Represented

## Financial Skills
- Administered
- Allocated
- Analyzed
- Appraised
- Audited
- Balanced
- Budgeted
- Calculated
- Computed
- Developed
- Forecast
- Managed
- Marketed
- Planned
- Projected
- Researched

## Creative Skills
- Acted
- Conceptualized
- Created
- Designed
- Developed
- Directed
- Established
- Fashioned
- Founded
- Illustrated
- Instituted
- Integrated
- Introduced
- Invented
- Originated

## Clerical or Detail Skills
- Approved
- Arranged
- Catalogued
- Classified
- Collected
- Compiled
- Dispatched
- Executed
- Generated
- Implemented
- Inspected
- Monitored
- Operated
- Organized
- Prepared
- Processed
- Purchased
- Recorded
- Retrieved
- Screened
- Specified
- Systemized
- Tabulated
- Validated