Transferable Skills Checklist

Transferable skills are non-technical skills that apply across many different jobs, roles, and industries, which makes them useful in various personal and professional situations. There's a good chance that you already possess many of them through your education or work experiences. While this list doesn't include every skill, it may help you identify some relevant soft talents for fulfilling your career goals.

Evaluating Your Transferable Skills

Not sure where to begin? Looking back at your past experiences, milestones, and significant life events and achievements will give you an idea about your strengths and areas for improvement. Use the guide below to help you identify the transferable skills that you already have and must cultivate

Experiences/Milestones/Achievements

Example: Worked as a software developer for 2 years

1

2

3

Goals and Aspirations

Example: Become an IT Manager/Director for a major tech firm

1

2

3

Transferable Skills Gained

Example: Problem-solving skills, Meeting with clients and managers, Teamwork and collaboration

1

2

3

Evaluating Your Transferable Skills

On the checklist below, check (✓) the transferable skills that you already have and put a circle (○) on the skills that you want to develop. Use the evaluation you did as a reference.

Critical Thinking and Problem-Solving Skills

__ **Analysing information**

__ **Identifying problems and issues**

__ **Discovering alternative solutions/ approaches**

__ **Planning strategies**

__ **Forecasting outcomes**

__ **Preparing for problems/ issues/setbacks**

__ **Detecting recurring themes/ patterns**

__ **Exploring useful resources**

Oral and Written Communication

__ **Public speaking and reporting**

__ **Meeting with clients and stakeholders**

__ **Picking up non-verbal cues**

__ **Providing feedback and comments**

__ **Receiving feedback and comments**

__ **Writing clearly and coherently**

__ **Writing detailed reports and records**

__ **Creating and editing documents**

___ **Expressing ideas and insights**

___ **Taking part in discussions**

Teamwork and Collaboration

__ **Building rapport**

__ **Providing advice and counselling**

__ **Showing patience and sensitivity to peers**

__ **Supporting peers**

__ **Celebrating diversity**

__ **Fostering cooperation**

__ **Providing motivation**

__ **Understanding group dynamics**

__ **Giving due credit and recognising efforts**

__ **Teaching or training others**

__ **Social interactions**

__ **Expressing feelings**

__ **Sharing ideas**

IT/Digital Technology

__ **Writing and sending emails**

__ **Social media posting**

__ **Content creation**

__ **Navigating digital/ cloud-based platforms**

__ **Using various mobile apps**

__ **Using various computer software**

__ **Communicating using messaging apps and video conferencing software**

__ **Basic computer troubleshooting**

__ **Designing or managing websites**

__ **Using digital content platforms**

__ **Learning new technologies**

Leadership

__ Delegating tasks

__ Overseeing projects and works in progress

__ Managing teams or groups

__ Promoting change and alternative approaches

__ Addressing conflict

__ Accountability/acknowledging responsibility

__ Training and coaching peers

__ Establishing team goals

__ Analysing tasks, duties, and responsibilities

__ Setting examples/being a role model

__ Encouraging and motivating team members

__ Recognising talents

__ Negotiating with clients and managers

Professionalism/Work Ethic

__ Punctuality/Coming to work on time

__ Meeting deadlines and sticking to project timelines

__ Observing company policies

__ Practising teamwork

__ Recognising and practising accountability

__ Representing the team and company properly

__ Effective time management

__ Demonstrating office/ work etiquette

__ Openness to address areas for improvement

Personal and Professional Development

__ Evaluating own performance

__ Presenting skills and competencies

__ Seeking opportunities for professional development

__ Keeping an eye out for learning and training resources

__ Researching industry trends

__ Writing/updating resume and cover letter

__ Networking and building connections

__ Preparing for career changes

__ Exploring other roles or responsibilities

__ Assessing and prioritising personal growth

__ Coping with career setbacks or disappointments

__ Readiness for job interviews

Developing/Boosting Your Transferable Skills

Once you have identified the transferable skills that you want to boost or develop, the next step is to create a plan that will help you attain your goals. In the table below, list these skills, their purpose or your desired outcome, and the activity or solution that will help you achieve it. Setting the priority level will also serve as a reminder to first take care of the most urgent or important ones.

The next step is optional: Set a target date or timeline for the activities you need to do for the transferable skills. It will also help you see which ones are attainable, given your current schedule or availability.

Skill to Develop	Purpose or Desired Outcome	Activity or Plan of Action	Priority Level (High, Medium, Low)