



Transferrable Skills

Transferrable skills can be taken from one job or field to another. Here we lay out seven types of Transferrable skills: Critical, Mechanical, People, Data, Communications, Leadership and Creative.

— CRITICAL SKILLS —

Critical skills may bring higher levels of responsibility and compensation.

Accept Responsibility
Meet Deadlines
Supervise Others

Budgeting
Project Planning

Efficiency
Sales

— MECHANICAL SKILLS —

Assembling
Counting
Driving
Gathering
Hand Crafting
Manual Dexterity
Operating Machines
Restoring
Sorting

Balancing
Drawing, Painting
Endurance
Grinding
Keyboarding, Typing
Modeling, Remodeling
Physical Agility, Strength
Sandblasting
Weaving

Cleaning
Drilling
Finishing, Refinishing
Hammering
Keypunching
Observing, Inspecting
Precise Tolerance Standards
Sewing

— PEOPLE SKILLS —

Caring
Conflict Management
Consulting
Diversity
Group Facilitating
Inquiry
Listening
Motivating
Problem Solving
Sensitive

Comforting
Conflict Resolution
Developing Rapport
Empathy
Helping Others
Instructing
Mediating
Negotiating
Respect
Sympathy

Communicating
Counseling
Diplomacy
Encouraging
Inspiring Trust
Interviewing
Mentoring
Outgoing
Responsive
Tolerance

— **DEALING WITH DATA** —

Analyzing	Auditing	Averaging
Budgeting	Calculating, Computing	Checking for Accuracy
Classifying	Comparing	Compiling
Cost Analysis	Counting	Detail-Oriented
Evaluating	Examining	Financial or Fiscal Analysis
Financial Management	Financial Records	Following Instructions
Investigating	Interrelate	Organizing
Problem Solving	Recording Facts	Research
Surveying	Synthesizing	Taking Inventory

— **COMMUNICATION SKILLS / USING WORDS AND IDEAS** —

Advertising	Articulate	Brainstorming
Correspondence	Design	Editing
Foreign Language Fluency	Grammar and Spelling	Logical
Promotional Writing	Public Speaking	Publicity
Quick Thinking	Sign Language	Speech Writing
Telephone Skills	Write Clearly, Concisely	Verbal Communication

— **LEADERSHIP SKILLS** —

Competitive	Coordinating	Decision Making
Decisive	Delegate	Direct Others
Evaluation	Goal Setting	Influence Others
Initiate New Tasks	Integrity	Judgment
Manage, Direct Others	Mediate Problems	Motivate People
Multitasking	Negotiate Agreements	Organization
Planning	Results-Oriented	Risk Taking
Run Meetings	Self-Confident	Self-Directed
Self-Motivated	Sets an Example, Sets Pace	Solve Problems
Strategic Planning	Supervision	Work Schedules

— **CREATIVE SKILLS** —

Acting	Artistic	Creative Writing
Composition	Dance, Body Movement	Designing
Drawing, Painting	Expressive	Graphic Design
Handicrafts	Illustrating, Sketching	Imaginative
Inventive	Layout	Mechanical Drawing
Model Making	Performing	Photography
Play a Musical Instrument	Poetic Imagery	Rendering
Singing	Visualize Shapes & Images	Writing