**Transferable Skills Checklist**

**Objective:** Assess your scholarly and professional competencies:

1. Communication
2. Research & Planning
3. Human Relations
4. Management & Leadership
5. Work Survival

**Specific Skills**

Identify the skills you possess and rate your ability in each area.

- 1=strong ability
- 2=some ability
- 3=need help

**Goals**

Which skills will you work on this year?

**Implementation**

How can you implement goals into your Individual Development Plan?
### Communication

**Broad objective:** Skillfully express, transmit, and interpret knowledge and ideas.

**Specific Skills**
- Speak effectively 1 2 3
- Communicate across cultures 1 2 3
- Communicate to a wide audience 1 2 3
- Communicate to a non-specialist audience 1 2 3
- Write concisely 1 2 3
- Listen attentively 1 2 3
- Express ideas 1 2 3
- Facilitate group discussion 1 2 3
- Provide appropriate feedback 1 2 3
- Negotiate 1 2 3
- Perceive nonverbal messages 1 2 3
- Persuade 1 2 3
- Report information 1 2 3
- Describe feelings 1 2 3
- Interview 1 2 3
- Edit 1 2 3

**Goals**
Which skills will you work on this year?  

**Implementation**
How can you implement goals into your Individual Development Plan?

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### Research & Planning

**Broad objective:** Successfully search for specific knowledge and conceptualize future needs and solutions.

**Specific Skills**
- Forecast and predict 1 2 3
- Create ideas 1 2 3
- Identify problems 1 2 3
- Imagine alternatives 1 2 3
- Identify resources 1 2 3
- Gather information 1 2 3
- Solve problems 1 2 3
- Set goals 1 2 3

**Goals**
Which skills will you work on this year?  

**Implementation**
How can you implement goals into your Individual Development Plan?
<table>
<thead>
<tr>
<th>Human Relations</th>
<th>Specific Skills</th>
<th>Goals</th>
<th>Implementation</th>
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</table>
| Broad objective: Use interpersonal skills to resolve conflict, relate to, and help people. | • Develop rapport 1 2 3  
• Be sensitive 1 2 3  
• Listen 1 2 3  
• Convey feelings 1 2 3  
• Provide support for others 1 2 3  
• Motivate 1 2 3  
• Share credit 1 2 3  
• Counsel 1 2 3  
• Cooperate 1 2 3  
• Delegate with respect 1 2 3  
• Represent others 1 2 3  
• Perceive feelings and situations 1 2 3  
• Assert 1 2 3 | Which skills will you work on this year? | How can you implement goals into your Individual Development Plan? |

<table>
<thead>
<tr>
<th>Management &amp; Leadership</th>
<th>Specific Skills</th>
<th>Goals</th>
<th>Implementation</th>
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</table>
| Broad objective: Supervise, direct, and guide individuals and groups to complete tasks and fulfill goals. | • Initiate new ideas 1 2 3  
• Handle details 1 2 3  
• Coordinate tasks 1 2 3  
• Manage groups 1 2 3  
• Delegate responsibility 1 2 3  
• Teach 1 2 3  
• Coach 1 2 3 | Which skills will you work on this year? | How can you implement goals into your Individual Development Plan? |
### Work Survival

**Broad objective:** Use day-to-day skills to promote productivity and work satisfaction.

<table>
<thead>
<tr>
<th>Specific Skills</th>
<th>Goals</th>
<th>Implementation</th>
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<tbody>
<tr>
<td>- Promote change 1 2 3</td>
<td>Which skills will you work on this year?</td>
<td>How can you implement goals into your Individual Development Plan?</td>
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<tr>
<td>- Sell ideas or products 1 2 3</td>
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<td>- Make decisions with others 1 2 3</td>
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<td>- Manage conflict 1 2 3</td>
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<td>- Implement decisions 1 2 3</td>
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<td>- Cooperate 1 2 3</td>
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<td>- Enforce policies 1 2 3</td>
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<td>- Be punctual 1 2 3</td>
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<td>- Manage time 1 2 3</td>
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<td>- Attend to detail 1 2 3</td>
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<td>- Meet goals 1 2 3</td>
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<td>- Enlist help 1 2 3</td>
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<td>- Accept responsibility 1 2 3</td>
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<td>- Set and meet deadlines 1 2 3</td>
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