

 **Transferable Skills Checklist**

Academic Term _____

Broad Skills	Specific Skills	Goals	Implementation
<p>Objectives: Assess your scholarly and professional competencies:</p> <ol style="list-style-type: none">1. Communication2. Research & Planning3. Human Relations4. Management & Leadership5. Work Survival	<p>Identify the skills you possess and rate your ability in each area.</p> <ul style="list-style-type: none">◇ 1=strong ability◇ 2=some ability◇ 3=need help	<p>Which skills will you work on this year?</p>	<p>How can you implement goals into your Individual Development Plan?</p>

<p style="text-align: center;">Communication</p> <p>Broad objective: Skillfully express, transmit, and interpret knowledge and ideas.</p>	<p style="text-align: center;">Specific Skills</p> <ul style="list-style-type: none"> • 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 	<p style="text-align: center;">Goals</p> <p>Which skills will you work on this year?</p>	<p style="text-align: center;">Implementation</p> <p>How can you implement goals into your Individual Development Plan?</p>
<p style="text-align: center;">Research & Planning</p> <p>Broad objective: Successfully search for specific knowledge and conceptualize future needs and solutions.</p>	<p style="text-align: center;">Specific Skills</p> <ul style="list-style-type: none"> • 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 	<p style="text-align: center;">Goals</p> <p>Which skills will you work on this year?</p>	<p style="text-align: center;">Implementation</p> <p>How can you implement goals into your Individual Development Plan?</p>

	<ul style="list-style-type: none"> • Extract information 1 2 3 • Define needs 1 2 3 • Develop evaluation strategies 1 2 3 		
--	--	--	--

<p style="text-align: center;">Human Relations</p> <p>Broad objective: Use interpersonal skills to resolve conflict, relate to, and help people.</p>	<p style="text-align: center;">Specific Skills</p> <ul style="list-style-type: none"> • 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 	<p style="text-align: center;">Goals</p> <p>Which skills will you work on this year?</p>	<p style="text-align: center;">Implementation</p> <p>How can you implement goals into your Individual Development Plan?</p>
---	---	---	--

<p style="text-align: center;">Management & Leadership</p> <p>Broad objective: Supervise, direct, and guide individuals and groups to complete tasks and fulfill goals.</p>	<p style="text-align: center;">Specific Skills</p> <ul style="list-style-type: none"> • 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 	<p style="text-align: center;">Goals</p> <p>Which skills will you work on this year?</p>	<p style="text-align: center;">Implementation</p> <p>How can you implement goals into your Individual Development Plan?</p>
--	--	---	--

	<ul style="list-style-type: none"> • Promote change 1 2 3 • Sell ideas or products 1 2 3 • Make decisions with others 1 2 3 • Manage conflict 1 2 3 		
--	---	--	--

Work Survival	Specific Skills	Goals	Implementation
<p>Broad objective: Use day-to-day skills to promote productivity and work satisfaction.</p>	<ul style="list-style-type: none"> • Implement decisions 1 2 3 • Cooperate 1 2 3 • Enforce policies 1 2 3 • Be punctual 1 2 3 • Manage time 1 2 3 • Attend to detail 1 2 3 • Meet goals 1 2 3 • Enlist help 1 2 3 • Accept responsibility 1 2 3 • Set and meet deadlines 1 2 3 • Make decisions 1 2 3 	<p>Which skills will you work on this year?</p>	<p>How can you implement goals into your Individual Development Plan?</p>