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Transferable Skills Worksheet

Transferable Skills are developed in and out of the classroom and are valued in all occupations.

Part 1 Assess Your Transferable Skills and Strengths

Directions:

A. On a scale of 1-10 (with 10 being the highest), how would you rate your skills in the five transferable skill categories below? Put that number on the line next to each group of skills.

B. Circle your best sub-skills under each category.

10_ Communication Skills

Reading - **Writing** - Listening - Speaking - Presentation

6_ Information Management

Quantitative Reasoning - Analysis/Synthesis - **Research** - **Technology** - **Critical Thinking**

9_ Human Relations

Teamwork with Diverse Groups - **Interpersonal Skills** - Leadership -
Cultural Awareness/ Global Knowledge - **Respect and Tolerance**

8_ Self-Management

Work Ethic & Habits - **Dependability** - **Enthusiasm & Positive Attitude** - Self-Motivation -
Adaptability & Flexibility

7_ Project Management & Organization

Decision-making - **Creativity** - **Problem Solving** - **Planning**

Any Others You Want to Mention??

DID YOU KNOW?? These are Strengths and Skills you can talk about with a variety of potential employers! In the next two parts you can document in more detail HOW and WHERE you developed these skills, both inside and outside the classroom.

Part 2 Which Classes Helped You Develop Transferable Skills? *Directions: A. Below is a list of many classroom activities/skills you may have engaged in. In the first column, check the activities you think you gained particular strength/skill in. B. Then in the last column, list the classes you took that really helped you gain those skills listed under Classroom Activities.*

	Classroom Activities related to Transferable Skills	List classes you took that directly relate to these skills
YES	Writing: essays, lab reports, technical writing, research papers, journaling; grammar	Physics, 10 th Grade Literature, American Literature, British Literature
YES	Speaking: speeches, debate, discussions, oral exams, group work, interpersonal communication, small group communication	American Literature, British Literature, AP Government, AP Spanish Language
YES	Foreign language skills	Spanish 1, Spanish 2, Spanish 3, AP Spanish Language
YES	Reading: processing, interpreting, analyzing, and synthesizing what you read	10 th Grade Literature, American Literature, British Literature
YES	Listening to others; Working toward a common decision or goal	AP Government
YES	Organizing an activity	Biology
	Managing, Teaching, Mentoring, Tutoring	
	Learning about/experiencing organizational behavior	
	Gathering, organizing, and drawing conclusions from data or other types of information from a variety of sources	
YES	Considering diverse perspectives, then developing creative solutions	AP Government
YES	Lab courses/techniques: accuracy, technical skills, measurements/tracking; use of specialized equipment & technical training	Physics
YES	Field experiences and documentation techniques	Chemistry
YES	Literature reviews	American Literature
YES	Research papers and projects	Biology
YES	Word processing, internet, presentation and other software	Computer Applications
YES	Data organization, data bases or programming	AP Computer Science and Intro to Digital Technology
YES	Math Skills & Statistical analysis	AP Statistics

Other??

DID YOU KNOW?? You can look at the skill/activity areas you haven't yet developed to get some ideas of the kinds of courses or activities you want to involve yourself in before you graduate.

Part 3 What Other Curricular or Co-curricular Activities Helped You Develop Transferable Skills? *Directions: A. Below is a list of many other activities/skills you may have engaged in during your college career. Check the activities you have participated in and that you have gained particular strength/skill in. B. Then list in the last column what (and when) you participated in that really helped you gain those skills.*

	Other Curricular or Extra-Curricular Activities You've Accomplished	What else have you done to build more skills? List details here.
	Independent or Directed Study Courses	
YES	Part-time jobs	Food Running at North Beach Bar and Grill
	Student Government	
	Political activism	
	Internships	
	Student newspaper & other publications	
	National Student Exchange or Study Abroad or Travel	
	Honor Societies	
YES	Student organization involvement	TSA and FBLA
YES	Technology workshops	Engineer it day and various workshops at TSA
YES	Plan a program, project, or event	TSA Meetings and competitions and fundraisers
YES	Research experiences	TSA and FBLA and Engineer it day
	Budgeting experiences	
	Residence Hall involvement	
YES	Community Service	Tybee Island Marine Science Center, St. Michael's Catholic Church Youth Group Mission Trips, Tybee Island Beach Sweeps, etc
YES	Athletics or intramurals	Track
YES	Tutoring or mentoring others	Junior Achievement
YES	Teaching / apprenticeships	Junior Achievement, Job Shadow Day
YES	Licenses/Credentials earned or Awards received	
YES	Religious involvement	St. Michael's Catholic Church Youth Group
YES	Outdoor recreation	Rockbrook Camp for Girls
YES	Trip leader	Rockbrook Camp for Girls
	Campus Ambassador	
	Orientation Assistant	
YES	Forum/Arts/Entertainment	Rockbrook Camp for Girls
YES	Committees	Rockbrook Camp for Girls, TSA
YES	Hobbies/Pastimes	Computers and going to the beach
	Other??	

REMEMBER: Everything you have participated in—inside and outside the classroom--during college has contributed to your KNOWLEDGE, SKILLS and VALUES. Visit Career Services for help in how to document, package, and 'sell' who you are to a variety of potential employers!