Początek formularza

**TRANSVERSAL SKILLS CHECKLIST**

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| **Key Transversal Skills**Meet deadlines 22 | Classify data 12 | Research 19 |
| Ability to delegate 18 | Compare, inspect, or record facts 12 | Create new ideas 21 |
| Ability to plan 17 | Count, observe, compile 14 | Design 8 |
| Results oriented 2 | Research 13 | Speak in public 11 |
| Customer Service oriented 18 | Detail-oriented 13 | Edit 20 |
| Supervise others 18 | Take inventory 8 | Write clearly 15 |
| Increase sales or efficiency 16 | **Working with People** | Prefer details 7 |
| Accept responsibility 24 | Patient 22 | Understand the big picture 18 |
| Instruct others 14 | Care for 21 | **Leadership** |
| Desire to learn & improve 20 | Persuasive 21 | Arrange social functions 18 |
| Good time management 20 | Confront others 19 | Motivate people 21 |
| Solve problems 22 | Pleasant 19 | Negotiate agreements 15 |
| Manage money/ budgets 13 | Counsel people 12 | Decisive 22 |
| Manage people 6 | Sensitive 6 | Plan 16 |
| Meet the public 18 | Demonstrate something 13 | Delegate 10 |
| Organize people 10 | Supportive 16 | Run meetings 16 |
| Organize/ manage projects 18 | diplomatic 13 | Direct others 7 |
| Team player 17 | Supervise 7 | Explain things to others 18 |
| Written communications 16 | Speak in public 18 | Self-motivated 9 |
| Work independently 16 | Help others 18 | Get results 16 |
| Computer Skills 20 | Tactful 20 | Share leadership 8 |
| **Other Transferable Skills**(Dealing with things) | Insightful 15 | Think of others 22 |
| Insightful -- | Direct projects 13 |
| Use my hands 10 | Teach 15 | Team builder 14 |
| Assemble or make things 10 | Interview others 10 | Solve problems 22 |
| Safety conscious 16 | Anticipate needs 14 | Mediate problems 10 |
| Build, observe, inspect things 14 | High energy 19 | Take risks 15 |
| Construct or repair 12 | Open minded 20 | Empowering others 21 |
| Off-bearing or feeding machinery 9 | Kind 18 | **Creative, Artistic** |
| Follow instructions 21 | Take orders 18 | Artistic 14 |
| Operate tools and machinery 6 | Listen 19 | Music appreciation 10 |
| Drive or operate vehicles 4 | Serving 6 | Dance, body movement 3 |
| Repair things 8 | Trust 15 | Perform, act 4 |
| Good with my hands 4 | Working with others 17 | Draw, sketch, render 4 |
| Use complex equipment 5 | Negotiate 7 | Present artistic ideas 9 |
| Use equipment 4 | Understand 15 | Play instruments 5 |
| **Dealing with Data** | Adaptable 13  | Expressive 14 |
| Analyze data or facts 8  | Outgoing 9 | **Add any other Transferable Skills that you think are important** |
| Investigate 15 | **Using Words, Ideas** |
| Audit records 12 | Articulate 16 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Keep financial records 11 | Innovative 14  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Locate answers or information 15 | Communicate verbally 14 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Balance Money 9 | Logical 16 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Calculate, compute 6 | Remember information 14 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Manage money 11 | Accurate 15 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Dół formularza