Początek formularza

**TRANSVERSAL SKILLS CHECKLIST**

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| **Key Transversal Skills**Meet deadlines 11 | Classify data 4 | Research 8 |
| Ability to delegate 6 | Compare, inspect, or record facts 7 | Create new ideas 10 |
| Ability to plan 14 | Count, observe, compile 5 | Design 9 |
| Results oriented 1 | Research 11 | Speak in public 7 |
| Customer Service oriented1 | Detail-oriented 5 | Edit 8 |
| Supervise others 3 | Take inventory 4 | Write clearly 8 |
| Increase sales or efficiency0 | **Working with People** | Prefer details 4 |
| Accept responsibility 12 | Patient 10 | Understand the big picture 11 |
| Instruct others 6 | Care for 12 | **Leadership** |
| Desire to learn & improve10 | Persuasive 4 | Arrange social functions 3 |
| Good time management 1 | Confront others 7 | Motivate people 12 |
| Solve problems11 | Pleasant 9 | Negotiate agreements 1 |
| Manage money/ budgets9 | Counsel people 2 | Decisive 4 |
| Manage people3 | Sensitive 10 | Plan 13 |
| Meet the public10 | Demonstrate something 3 | Delegate 3 |
| Organize people5 | Supportive 13 | Run meetings 8 |
| Organize/ manage projects5 | diplomatic 2 | Direct others 6 |
| Team player12 | Supervise 0 | Explain things to others 10 |
| Written communications9 | Speak in public 8 | Self-motivated 9 |
| Work independently7 | Help others 12 | Get results 6 |
| Computer Skills 10 | Tactful 7 | Share leadership 9 |
| **Other Transferable Skills**(Dealing with things) | Insightful 5 | Think of others 12 |
| Insightful - | Direct projects 2 |
| Use my hands 10 | Teach 5 | Team builder 5 |
| Assemble or make things6 | Interview others 7 | Solve problems 10 |
| Safety conscious2 | Anticipate needs 1 | Mediate problems 1 |
| Build, observe, inspect things 6 | High energy 11 | Take risks 14 |
| Construct or repair 4 | Open minded 13 | Empowering others 8 |
| Off-bearing or feeding machinery 0 | Kind 10 | **Creative, Artistic** |
| Follow instructions 15 | Take orders 8 | Artistic 9 |
| Operate tools and machinery 3 | Listen 15 | Music appreciation 11 |
| Drive or operate vehicles 4 | Serving 2 | Dance, body movement 11 |
| Repair things 4 | Trust 12 | Perform, act 10 |
| Good with my hands 8 | Working with others 11 | Draw, sketch, render 7 |
| Use complex equipment 2 | Negotiate 4 | Present artistic ideas 6 |
| Use equipment 10 | Understand 10 | Play instruments 5 |
| **Dealing with Data** | Adaptable 5 | Expressive 11 |
| Analyze data or facts 6 | Outgoing 10 | **Add any other Transferable Skills that you think are important** |
| Investigate 8 | **Using Words, Ideas** |
| Audit records 5 | Articulate 2 | \_\_enjoy being with people 1\_\_ |
| Keep financial records 2 | Innovative 11 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Locate answers or information 7 | Communicate verbally 8 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Balance Money 7 | Logical 10 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Calculate, compute 5 | Remember information 12 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Manage money 8 | Accurate 5 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Dół formularza