Początek formularza

**TRANSVERSAL SKILLS CHECKLIST**

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| **Key Transversal Skills**Meet deadlines 7 | Classify data 6 | Research 11 |
| Ability to delegate 7 | Compare, inspect, or record facts 5 | Create new ideas 13 |
| Ability to plan 13 | Count, observe, compile 8 | Design 6 |
| Results oriented 6 | Research 12 | Speak in public 9 |
| Customer Service oriented4 | Detail-oriented 3 | Edit 3 |
| Supervise others 5 | Take inventory 1 | Write clearly 10 |
| Increase sales or efficiency 0  | **Working with People** | Prefer details 5 |
| Accept responsibility 11 | Patient 13 | Understand the big picture 7 |
| Instruct others 8 | Care for 3 | **Leadership** |
| Desire to learn & improve10 | Persuasive 1 | Arrange social functions 3 |
| Good time management 4 | Confront others 6 | Motivate people 12 |
| Solve problems12 | Pleasant 8 | Negotiate agreements 0 |
| Manage money/ budgets 10 | Counsel people 0 | Decisive 5 |
| Manage people 4 | Sensitive 11 | Plan 9 |
| Meet the public 2 | Demonstrate something 5 | Delegate 6 |
| Organize people 8 | Supportive 6 | Run meetings 5 |
| Organize/ manage projects4 | diplomatic 5 | Direct others 8 |
| Team player 12 | Supervise 2 | Explain things to others 14 |
| Written communications 3 | Speak in public 10 | Self-motivated 7 |
| Work independently 13 | Help others 11 | Get results 9 |
| Computer Skills 14 | Tactful 4 | Share leadership 7 |
| **Other Transferable Skills**(Dealing with things) | Insightful 6 | Think of others 7 |
| Insightful - | Direct projects 1 |
| Use my hands 14 | Teach 8 | Team builder 6 |
| Assemble or make things 3 | Interview others 9 | Solve problems 12 |
| Safety conscious 4 | Anticipate needs 0 | Mediate problems 1 |
| Build, observe, inspect things 2 | High energy 10 | Take risks 10 |
| Construct or repair 4 | Open minded 6 | Empowering others 3 |
| Off-bearing or feeding machinery 0 | Kind 10 | **Creative, Artistic** |
| Follow instructions 2 | Take orders 4 | Artistic 9 |
| Operate tools and machinery 0 | Listen 9 | Music appreciation 7 |
| Drive or operate vehicles 0 | Serving 1 | Dance, body movement 5 |
| Repair things 5 | Trust 10 | Perform, act 5 |
| Good with my hands 8 | Working with others 13 | Draw, sketch, render 2 |
| Use complex equipment 3 | Negotiate7 | Present artistic ideas 7 |
| Use equipment 5 | Understand 8 | Play instruments 6 |
| **Dealing with Data** | Adaptable 5 | Expressive 4 |
| Analyze data or facts 5 | Outgoing 11 | **Add any other Transferable Skills that you think are important** |
| Investigate 3 | **Using Words, Ideas** |
| Audit records 0 | Articulate 0 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Keep financial records 2 | Innovative 8 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Locate answers or information 2 | Communicate verbally 4 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Balance Money 8 | Logical 12 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Calculate, compute 7 | Remember information 5 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Manage money 7 | Accurate 2 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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