Początek formularza

**TRANSVERSAL SKILLS CHECKLIST**

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| **Key Transversal Skills**Meet deadline 3 | Classify data 1 | Research 2 |
| Ability to delegate 3 | Compare, inspect, or record facts 2 | Create new ideas 2 |
| Ability to plan 3 | Count, observe, compile3 | Design |
| Results orientem 2 | Research 2 | Speak in public 3 |
| Customer Service orientem 1 | Detail-oriented 3 | Edit |
| Supervise others | Take inventory 2 | Write clearly |
| Increase sales or efficiency 1 | **Working with People** | Prefer details 1 |
| Accept responsibility 1 | Patent 2 | Understand the big picture |
| Instruct others 1 | Care for 5 | **Leadership** |
| Desire to learn & improve | Persuasive 1 | Arrange social functions 1 |
| Good time management 3 | Confront others | Motivate people 2 |
| Solve problems | Pleasant 1 | Negotiate agreements 2 |
| Manage money/ budgets | Counsel people | Decisive 1 |
| Manage people | Sensitive 2 | Plan 4 |
| Meet the public 5 | Demonstrate something 1 | Delegate |
| Organize people 3 | Supportive | Run meetings 1 |
| Organize/ manage projects | diplomatic 1 | Direct others 2 |
| Team player 3 | Supervise 2 | Explain things to others 2 |
| Written communications | Speak in public 1 | Self-motivated 1  |
| Work independently 2 | Help others 2 | Get results 1 |
| Computer Skills 2 | Tactful 1 | Share leadership |
| **Other Transferable Skills**(Dealing with things) | Insightful 1 | Think of others |
|  | Direct project 1 |
| Use my hands 8 | Teach | Team builder 4 |
| Assemble or make things 4 | Interview others | Solve problems 2 |
| Safety conscious 4 | Anticipate needs | Mediate problems |
| Build, observe, inspect things 2 | High energy 1 | Take risks 1 |
| Construct or repair 4 | Open minded 3 | Empowering others |
| Off-bearing or feeding machinery 2 | Kind 2 | **Creative, Artistic** |
| Follow instructions 5 | Take orders | Artistic 8 |
| Operate tools and machinery 2 | Listen 1 | Music appreciation 1 |
| Drive or operate vehicles 2 | Serving 1 | Dance, body movement 1 |
| Repair things 1 | Trust | Perform, act 3 |
| Good with my hands 2 | Working with others 2 | Draw, sketch, render 3 |
| Use complex equipment 3 | Negotiate | Present artistic ideas 1  |
| Use equipment 1 | Understand | Play instruments 1 |
| **Dealing with Data** | Adaptable 2 | Expressie 1 |
| Analyze data or facto 5 | Outgoing | **Add any other Transferable Skills that you think are important** |
| Investigate 7 | **Using Words, Ideas** |
| Audit records 1 | Articulate 5 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Keep financial records 4 | Innovative 5 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Locate answers or information 2 | Communicate verbally | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Balance Money 3 | Logical 8 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Calculate, compute 1 | Remember information 2 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Manage Money 2 | Accurate | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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