

SESSION 5

Transferrable Skills Chart

Skill	Description	✓
Active Learning	Understanding the implications of new information for both current and future problem solving and decision making.	
Active Listening	Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.	
Critical Thinking	Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.	
Learning Strategies	Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.	
Mathematics	Learning mathematics to solve problems.	
Reading Comprehension	Understanding written sentences and paragraphs in work-related documents.	
Science	Using scientific rules and methods to solve problems.	
Speaking	Talking to others to convey information effectively.	
Writing	Communicating effectively in writing as appropriate for the needs of the audience.	
Time Management	Managing one's own time and the time of others.	
Coordination	Adjusting actions in relation to others' actions.	
Instruction	Teaching others how to do something.	
Negotiation	Bringing others together and trying to reconcile differences.	
Social Perceptiveness	Being aware of others' reactions and understanding why they react as they do.	
Service Orientation	Actively looking for ways to help people.	
Judgment and Decision Making	Considering the relative costs and benefits of potential actions to choose the most appropriate one.	
Systems Analysis	Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.	
Systems Evaluation	Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.	
Equipment Maintenance	Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.	
Equipment Selection	Determining the kind of tools and equipment needed to do a job.	
Installation	Installing equipment, machines, wiring, or programs to meet specifications.	
Operation & Control	Controlling operations of equipment or systems.	
Operation Monitoring	Watching gauges, dials, or other indicators to make sure machine is working properly.	
Programming	Writing computer programs for various purposes.	
Repairing	Repairing machines or systems using the needed tools.	
Quality Control Analysis	Conducting tests and inspections of products, services, or processes to evaluate quality or performance.	
Technology Design	Generating or adapting equipment and technology to serve user needs.	
Troubleshooting	Determining causes of operating errors and deciding what to do about it.	