

# Basic Skills Worksheet

**Directions:** Review the following skills categories and related transferable competencies. Check the boxes to the left of every skill category that applies to you in any way. Then circle each transferable competency you have developed (listed after each skill category). Finally, in the space provided, list any other transferable competencies you have that relate to each category.

Skill	Category	Related Transferable Career Competencies
<input type="checkbox"/>	<b>Art:</b>	Drawing, designing, painting, sculpting, computer graphics design Other: _____
<input type="checkbox"/>	<b>Athletics:</b>	Physical strength, physical ability, physical coordination, coaching, physical development, agility, team sports, individual sports Other: _____
<input type="checkbox"/>	<b>Communication:</b>	Explaining/persuading, strong grammar/vocabulary, organizing thoughts clearly, communicating logically, listening, speaking, good telephone/reception skills, writing, knowledge of foreign languages Other: _____
<input type="checkbox"/>	<b>Computer Technology:</b>	Computer operation, researching, training, testing, workflow analysis, evaluating, writing instructions, programming Other: _____
<input type="checkbox"/>	<b>Creativity:</b>	Innovative, imaginative, idea person, bold Other: _____
<input type="checkbox"/>	<b>Engineering:</b>	Researching, testing, designing, constructing, analyzing, evaluating, controlling, electronic technology Other: _____
<input type="checkbox"/>	<b>Human Relations:</b>	Counseling, diplomacy, negotiating, patience, outgoing, teamwork ability, understanding, resolving conflict, handling complaints Other: _____

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Skill	Category	Related Transferable Career Competencies
<input type="checkbox"/>	<b>Management:</b>	Analyzing data, directing, delegating, evaluating performance, organizing people/data/things, leading, making decisions, managing time, motivating self/others, planning, budgeting money/resources, solving problems, supervising, interviewing/hiring people, owning/operating a business Other: _____
<input type="checkbox"/>	<b>Manual/ Mechanical:</b>	Good manual dexterity, building, operating, maintaining/repairing, assembling, installing, carrying, loading, lifting, cooking, driving/operating vehicles, performing precision work, assessing spatial relationships, operating heavy equipment Other: _____
<input type="checkbox"/>	<b>Mathematical:</b>	Mathematical computations, accuracy, analyzing data, mathematical reasoning, statistical problem solving, analyzing cost effectiveness, budgeting, applying formulas, collecting money, calculating Other: _____
<input type="checkbox"/>	<b>Office:</b>	Keyboarding, data entry, computer operation, text processing, data processing, office equipment operation, filing/retrieving records, recording data, computing data, record keeping, telephone skills, business writing Other: _____
<input type="checkbox"/>	<b>Outdoor Activities:</b>	Animal care, farming, landscaping, grounds care, boating, navigating, oceanographic studies, forestry, logging, mining, fishing, horticulture Other: _____
<input type="checkbox"/>	<b>Performing:</b>	Speaking, acting, dancing, singing, musical ability, comedy, conducting Other: _____
<input type="checkbox"/>	<b>Sales/ Promotion:</b>	Persuading, negotiating, promoting, influencing, selling, projecting enthusiasm, organizing, handling rejection, following up Other: _____

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Skill	Category	Related Transferable Career Competencies
<input type="checkbox"/>	<b>Scientific Activities:</b>	Investigating, researching, analyzing, systematizing, observing, diagnosing Other: _____
<input type="checkbox"/>	<b>Service/General:</b>	Serving, referring, receiving, billing, handling complaints, good customer relations, good listening skills, patience, managing difficult people, helping others, relating to others Other: _____
<input type="checkbox"/>	<b>Service/Medical:</b>	Nursing, diagnosing, treating, rehabilitating, counseling, consoling, sympathizing, managing stress/emergencies, good interpersonal skills Other: _____
<input type="checkbox"/>	<b>Training/Teaching:</b>	Teaching skills/knowledge, tutoring, researching instructional content, organizing/developing content, explaining logically/clearly, demonstrating clearly, coaching others, evaluating learning, addressing all learning styles Other: _____

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