



Transferable Skills	Developed (have this)	To Develop (need this)	How did or How will I develop this?
COMMUNICATION			
Oral - speaking effectively			
Written - being clear and concise			
Listening Objectively - able to paraphrase			
CRITICAL THINKING & PROBLEM SOLVING			
Problem Solving - developing solutions			
Critical Thinking - thinking outside the box			
Foresight - anticipation, needs assessment			
Reasoning - forming conclusions, inferences or judgments			
Identifying Issues - apply criteria, analyzing & interpreting			
LEADERSHIP			
Leadership - setting an example			
Motivation - inspiring others			
Delegation - identifying & selecting people for tasks			
Conduct Meetings - negotiating mediating			
Prioritizing - arranging according to importance			
TEAMWORK/COLLABORATION			
Networking - developing interactions with others			
Team Player - appreciating contributions of others			
Empathic - generating understanding & trust			
Tact - expressing one's self appropriately			
Diplomacy - ability to deal with others			
PROFESSIONALISM/WORK ETHIC			
Effective time, energy & resource management			
Prioritizing - arranging according to importance			
Accountability - follow through with plan or decision			
Motivated - going beyond the expected			
INFORMATION TECHNOLOGY APPLICATION			
Computer Knowledge - understanding & using software			
Synthesize - organize facts, concepts & principles			
Manipulate Information - evaluate against appropriate standards			
Sorting - data & objectives			

Additional Skills	Developed (have this)	To Develop (need this)	How did or How will I develop this?
FLEXIBILITY			
Creative - originality & expressiveness			
Innovation - unique ways of solving different problems			
Adaptable - accommodating & seeing alternatives			
Conceptualize - deriving ideas from inferences			
PERSONAL DEVELOPMENT			
Commitment - deciding for the common good			
Independence - working without guidance			
Confidence - having a positive personal attitude			
Poise - composure; free from affection; balanced			
Energy - displayed enthusiasm			
Knowledge - proficiency in field of study			
RESEARCH & INVESTIGATION			
Identifying problems, needs, & solutions			
Designing Experiments - testing & validating data			
Technology - use of & knowledge of a variety of sources			
Evaluations - developing questionnaires & models			
Laboratory Techniques - proper use of			
PLANNING, ORGANIZING, & ADMINISTRATION			
Visualization - predicting future trends & patterns			
Initiation - implementing projects & ideas			
Scheduling - setting & reaching goals			
Dimensional Sight - illustrating, displaying, & creating			
Catalog - compile, rank, & itemize information			
Budgeting - allocation of assets			
Presentation - ability to use various media			
OTHER SKILLS YOU HAVE OR NEED			