SKILLS IDENTIFICATION

One way to view skills is to classify these specific talents and skills under three headings:

1. **Transferable Skills**: skills people are born with or have developed skills that are transferable to almost any field or job.

2. **Adaptive Skills**: skills which seem almost like “personality traits” and that are related to environments – help determine where you can or cannot be happy and most effective.

3. **Work Content Skills**: skills related to the knowledge required to perform a job or task in a particular field or occupation.

Some examples:

**TRANSFERABLE SKILLS**

Using Hands: assembling, building, operating tools or machinery, fixing, repairing, typing, showing dexterity or speed, making models, constructing

Using Whole Body: creating, planning, doing outdoor activities, physical ed. Sports, camping, hiking, skiing, playing, traveling

Using Mind: problem-solving, trouble-shooting, researching, analyzing, organizing, systematizing, remembering, judging, evaluating, diagnosing, appraising, assessing

Using Intuition: showing foresight, perceiving, planning, policy-making, balancing factors, visualizing in 3rd dimension, able to read blueprints

Using Creativity: imagining, creative imagining, creating, inventing, developing, designing, being an idea wo/man, applying theory

Using Artistic Abilities: dealing creatively with colors, shapes, faces, spaces, music, paints, handicrafts, drawing

Using Words: reading, copying, writing, talking, speaking, debating, public speaking, communicating, teaching, training, editing, instructing

Using Helping Skills: being kind, being of service, rendering services to, interviewing, consulting, understanding

Using Performing Skills: getting up before a group, demonstrating, lecturing, making people laugh, performing, acting, playing music

Using Persuasion: influencing others, selling, promoting, persuading, negotiating, reconciling, manipulating
TRANSFERABLE SKILLS (con’t)

Using Leadership Skills: initiating, organizing, leading, direction others, coordinating, managing, controlling, showing courage, taking risks, effecting change

Using Eyes: observing, examining, inspecting, diagnosing, determining, deciding, filing, showing attention to details

Using Number Skills: taking inventory, counting, calculating, doing cost analysis, keeping financial records, doing accounting

Using Responding Skills: applying what others have developed, following-through, attention to detail, focusing

ADAPTIVE SKILLS

Self-Discipline: able to set a regimen for the self and stick to it, e.g., exercising, dieting, etc… impulse control

Consistency: needing the familiar in the surrounding environment, and wanting to sense continuity and structure

Change: needing or wanting change, risk, lack of any structure which would stifle discretion and choice

Authority: moving toward, or away from, or against others (choose)

Time: punctuality, self-pacing, self-routing, responsible, reliability

Awareness: of self, of the surrounding environment and of others, deeply concerned, unusually good grasp

Dress and Property: desire for material comfort, surroundings; attitudes toward dress

Resourcefulness: versatile, responsive, innovative, uses discretion repeatedly, adept, pioneering, likes to think on feet

Endurance: perseverance, repetition, conscientious, purposefulness

Other: unique, exceptional, outstanding, earning respect, deft, penetrating

WORK CONTENT SKILLS

Such as: a mechanic knowing parts and function in cars, a doctor knowing names of muscles, a Spanish student know Spanish, etc…