

## SIDNEY FINE'S THREE KINDS OF SKILLS



### Functional (Transferable) Skills

**WHAT YOU CAN DO**  
and Love to Do  
with Data/Statistics or  
People or Things

Usually These  
Are Verbs

constructing  
creating  
researching  
painting  
analyzing  
supervising  
teaching  
illustrating  
organizing  
counseling  
repairing  
healing  
initiating



### Special Knowledges

**WHAT YOU KNOW**  
and Love to Use

Usually These  
Are Nouns

graphic design  
physics  
mathematics  
warehouse procedures  
bookkeeping  
religion  
data analysis  
auto repair  
CATIA  
Spanish  
music  
principles of  
conference planning



### Self-Management Skills or Traits

**HOW YOU CONDUCT  
YOURSELF**  
Alone or  
with Others

Usually These Are  
Adjectives or Adverbs

adaptable  
self-confident  
cooperative  
dependable  
enthusiastic  
disciplined  
flexible  
innovative  
outgoing  
supportive  
persistent  
resourceful  
tactful