

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