








Sample: The Halloween Experience

# TRANSFERABLE SKILLS INVENTORY

	1	2	3	4	5	6	7	Name of Skill	Example of a Situation Where That Skill Is Used
								<b>A. Using My Hands</b>	
								1. assembling	as with kits, etc.
								2. constructing	as with carpentry, etc.
								3. or building	
								4. operating tools	as with drills, mixers, etc.
								5. or machinery	as with sewing machines, etc.
								6. or equipment	as with trucks, station wagons, etc.
								7. showing manual or finger dexterity	as with throwing, sewing, etc.
								8. handling with precision and/or speed	as with an assembly line, etc.
								9. fixing or repairing	as with autos or mending, etc.
								10. other	
								<b>B. Using My Body</b>	
								11. muscular coordination	as in skiing, gymnastics, etc.
								12. being physically active	as in exercising, hiking, etc.
								13. doing outdoor activities	as in camping, etc.
								14. other	
								<b>C. Using Words</b>	
								15. reading	as with books; with understanding
								16. copying	as with manuscripts; skillfully
								17. writing or communicating	as with letters; interestingly
								18. talking or speaking	as on the telephone; interestingly
								19. teaching, training	as in front of groups; with animation
								20. editing	as in improving a child's sentences in an essay, etc.
								21. memory for words	as in remembering people's names, book titles, etc.
								22. other	

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								<b>D. Using My Senses (Eyes, Ears, Nose, Taste, or Touch)</b>	
								23. observing, surveying	as in watching something with the eyes, etc.
								24. examining or inspecting	as in looking at a child's bumps, etc.
								25. diagnosing, determining	as in deciding if food is cooked yet
								26. showing attention to detail	as in shop, in sewing, etc.
								27. other	
								<b>E. Using Numbers</b>	
								28. taking inventory	as in the pantry, shop, etc.
								29. counting	as in a classroom, bureau drawers
								30. calculating, computing	as in a checkbook, arithmetic
								31. keeping financial records, bookkeeping	as with a budget, etc.
								32. managing money	as in a checking account, bank, store, etc.
								33. developing a budget	as for a family, etc.
								34. number memory	as with telephone numbers, etc.
								35. rapid manipulation of numbers	as with doing arithmetic in the head
								36. other	
								<b>F. Using Intuition</b>	
								37. showing foresight	as in planning ahead, predicting consequences, etc.
								38. quickly sizing up a person or situation accurately	as in everything, rather than just one or two details about them, etc.
								39. having insight	as to why people act the way they do, etc.
								40. acting on gut reactions	as in making decisions, deciding to trust someone, etc.
								41. ability to visualize third-dimension	as in drawings, models, blue-prints, memory for faces, etc.
								42. other	
								<b>G. Using Analytical Thinking or Logic</b>	
								43. researching, information gathering	as in finding out where a particular street is in a strange city
								44. analyzing, dissecting	as with the ingredients in a recipe, material, etc.
								45. organizing, classifying	as with laundry, etc.
								46. problem solving	as with figuring out how to get to a place, etc.
								47. separating important from unimportant	as with complaints, or cleaning the attic, etc.
								48. diagnosing	as in cause-and-effect relations, tracing problems to their sources
								49. systematizing, putting things in order	as in laying out tools or utensils in the order you will be using them

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								50. comparing, perceiving similarities	as with different brands in the supermarket, etc.
								51. testing, screening	as with cooking, deciding what to wear, etc.
								52. reviewing, evaluating	as in looking at something you made, to see how you could have made it better, faster, etc.
								53. other	
								<b>H. Using Originality or Creativity</b>	
								54. imaginative, imagining	as in figuring out new ways to do things, or making up stories, etc.
								55. inventing, creating	as with processes, products, figures, words, etc.
								56. designing, developing	as with new recipes, new gadgets
								57. improvising, experiments	as in camping, when you've left some of the equipment home, etc.
								58. adapting, improving	as with something that doesn't work quite right, etc.
								59. other	
								<b>I. Using Helpfulness</b>	
								60. helping, being of service	as when someone is in need, etc.
								61. showing sensitivity to others' feelings	as in a heated discussion, argument
								62. listening	
								63. developing rapport	as with someone who is initially a stranger, etc.
								64. conveying warmth, caring	as with someone who is upset, ill
								65. understanding	as when someone tells how they feel, etc.
								66. drawing out people	as when someone is reluctant to talk, share
								67. offering support	as when someone is facing a difficulty alone, etc.
								68. demonstrating empathy	as in weeping with those who weep
								69. representing others' wishes accurately	as when one parent tells the other what a child of theirs wants, etc.
								70. motivating	as in getting people past hangups, and into action, etc.
								71. sharing credit, appreciation	as when working in teams, etc.
								72. raising others' self-esteem	as when you make someone feel better, less guilty, etc.
								73. healing, curing	as with physical, emotional, and spiritual ailments, etc.
								74. counseling, guiding	as when someone doesn't know what to do, etc.
								75. other	

	1	2	3	4	5	6	7	Name of Skill	Example of a Situation Where That Skill Is Used
								<b>J. Using Artistic Abilities</b>	
								76. composing music	
								77. playing (a) musical instrument(s), singing	
								78. fashioning or shaping things, materials	as in handicrafts, sculpturing, etc.
								79. dealing creatively with symbols or images	as in stained glass, jewelry, etc.
								80. dealing creatively with spaces, shapes, or faces	as in photography, art, architectural design, etc.
								81. dealing creatively with colors	as in painting, decorating, making clothes, etc.
								82. conveying feelings and thoughts through body, face, and/or voice tone	as in acting, public speaking, teaching, dancing, etc.
								83. conveying feelings and thoughts through drawing, paintings, etc.	as in art, etc.
								84. using words on a very high level	as in poetry, playwriting, novels
								85. other	
								<b>K. Using Leadership, Being Up-front</b>	
								86. beginning new tasks, ideas, projects	as in starting a group, initiating a clothing drive, etc.
								87. taking first move in relationships	as with stranger on bus, plane, train, etc.
								88. organizing a game at a picnic, etc.	as with a Scout troop, a team,
								89. leading, directing others	as with a field trip, cheerleading
								90. promoting change	as in a family, community, organization, etc.
								91. making decisions	as in places where decisions affect others, etc.
								92. taking risks	as in sticking up for someone in a fight, etc.
								93. getting up before a group, performing	as in demonstrating a product, lecturing, making people laugh, entertaining, public speaking
								94. selling, promoting, negotiating, persuading	as with a product, idea, materials, in a garage sale, argument, recruiting, changing someone's mind
								95. other	
								<b>L. Using Follow-Through</b>	
								96. using what others have developed	as in working with a kit, etc.
								97. following through on plans, instructions	as in picking up children on schedule
								98. attending to details	as with embroidering a design on a shirt, etc.
								99. classifying, recording, filing, retrieving	as with data, materials, letters, ideas, information, etc.
								100. other	