

My Skills Inventory: Transferable Skills

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Thu Jun 07 2012 09:39:32 GMT-0600 (Mountain Daylight Time)

		Transferable Skills Chart			
My Skills Inventory		My Backup Plan: Career Order of Interest			
		CHOSEN CAREER	Backup Career 1	Backup Career 2	Backup Career 3
Skills I have	How I use them	Educational Publisher	College Professor	Movie Producer for documentaries	
Active listening	When speaking with anyone.	✓	✓	✓	
Complex problem solving	Usually when confronted with a problem	✓		✓	
Content editing	Creating marketing documents	✓	✓	✓	
Coordination		✓		✓	
Creating systems for work plans	To keep operations running smoothly	✓		✓	
Critical thinking		✓	✓	✓	
Database	Managing sales contacts	✓			
Digital camera	Taking and uploading photos for use in new books	✓	✓	✓	
Downloading software	Updating tools for my computer to make my job easier	✓	✓	✓	
E-mail management	Communicating with my staff and customers	✓		✓	
Editing		✓			
Electronic presentation	Presenting new ideas to customers and staff	✓	✓	✓	
File management	Keeping track of day-to-day operation of the company	✓	✓	✓	
Graphic design	Create designs for new books and understanding staff ideas for new designs	✓	✓	✓	
Handheld computing devices	To be able to communicate with staff and customers if	✓	✓	✓	

	I have to be away from my office				
Installing software	Updating tools for my computer to make my job easier	✓	✓	✓	
Interpreting non-verbal cues		✓	✓	✓	
Judgment and decision-making		✓		✓	
Keyboarding (at least 50 words per minute)	Writing books and communicating with staff and customers	✓	✓	✓	
Layout and design of picture books	Designing new books and updating current books	✓			
Leading meetings		✓		✓	
Leading meetings of volunteers		✓		✓	
Management of personnel resources		✓			
Openmindedness		✓	✓	✓	
Organizing		✓	✓	✓	
Publicity		✓		✓	
Reading comprehension		✓	✓		
Scanner knowledge		✓	✓	✓	
Speaking		✓	✓		
Spreadsheets		✓		✓	
Telephone conferencing		✓	✓	✓	
Videoconferencing		✓	✓	✓	
Web navigation		✓	✓	✓	
Windows Explorer		✓	✓	✓	
Word processing		✓	✓	✓	
Writing Sales Copy	To help my club promote their events	✓		✓	
Writing fictional copy		✓		✓	
Writing promotional copy		✓		✓	
Written communications		✓	✓	✓	
Cleaning					
Computer storage devices				✓	
Cooking					
Diet Planning	To help my friends lose weight				

Food service			✓		
Instructing			✓		
Menu planning					
Skills I Need To Learn	My Plan For Learning				
Become proficient with InDesign software	Online tutorial	✓	✓	✓	
Computer skills for web pages	Take a community college course	✓	✓	✓	
Interpersonal skills when dealing with clients	Learn on-the-job	✓	✓	✓	
Learn about copyrights	Research online	✓	✓	✓	
Management of Financial Resources	Take a course at my college	✓		✓	
Negotiating and writing publishing contracts	Ask a mentor for guidance	✓			
Small business management and accounting	Take a course at my college	✓		✓	
Time Management	Find a method that works for me by reading books and websites	✓	✓	✓	
Video production and editing	Take a community college course	✓		✓	
Cross-cultural communication					