

Assessing your transferable skills

The best way to clearly identify your skills is to analyse the tasks you do and the responsibilities you have, with our 3-step activity.



Activity

- Step 1** List your responsibilities and tasks in the table on page 2. Think broadly, considering the work you currently do, previous roles and the things you manage in your personal life.
- Step 2** Reflect on your list and identify the skills you are using when undertaking these tasks and responsibilities. Then write them in the column called skills.
- Step 3** Finally, review your list of skills. The table has three columns for you to consider whether you are good at the skill, enjoy the skill and / or if its a burnout skill. Tick the columns 1. Good at, 2. Enjoys, and/or 3. Burnout skill, that apply to you.

This dual-perspective approach helps in gaining a clearer understanding of your personal and professional growth areas. For example:

Task/Responsibility	Skills	G	E	B
Manage many projects at one time	Time management and prioritisation			
Work with a team to meet deadlines	Collaboration, conflict management, expectation management, communication			

Your transferable skills

[illegible]