

# Liberal Arts Transferable Skills Checklist

## Communication Skills

- Listen with objectivity and paraphrase the content of a message
- Use various forms and styles of written communication
- Speak effectively to individuals and groups
- Use various media to present ideas imaginatively
- Express one's needs, wants, opinions and preferences without offending sensitivities of others
- Identify and communicate value judgments effectively
- Use argumentation techniques to persuade others
- Describe objects or events with few errors
- Follow written and oral instructions
- Answer questions and explain
- Negotiate, bargain or discuss competitive viewpoints to reach a compromise
- Interview others to acquire information about them
- Teach/train others by providing knowledge, insight and help to understand ideas and/or procedures
- Facilitate groups by creating and implementing a structure to enable group to meet stated objectives

## Critical Thinking Skills

- Identify quickly and accurately the critical issues when making a decision or solving a problem
- Identify a general principle that explains interrelated experiences or factual data
- Define the parameters of a problem
- Identify reasonable criteria for assessing the value or appropriateness of an action or behavior
- Adapt one's concepts and behavior to changing conventions and norms
- Apply appropriate criteria to strategies and action plans
- Take given premises and reason to their conclusion
- Create innovative solutions for complex problems
- Analyze the interrelationships of events and ideas from several perspectives

## Research and Investigation Skills

- Use a variety of sources of information
- Apply a variety of methods to test the validity of data
- Identify problems and needs
- Design an experiment, plan or model that systematically defines a problem
- Identify information sources appropriate to special needs or problems
- Formulate questions relevant to clarifying a particular problem, topic or issue

## Valuing Skills

- Assess a course of action in terms of its long-range effects on the general human welfare
- Make decisions that will maximize both individual and collective good
- Appreciate the contributions of art, literature, science and technology to contemporary society
- Identify one's own values
- Assess one's values in relation to important life decisions

# Liberal Arts Transferable Skills Checklist

## Information Management Skills

- Sort data and objects
- Compile and rank information
- Apply information creatively to specific problems or tasks
- Synthesize facts, concepts and principles
- Understand and use organizing principles
- Evaluate information based on appropriate standards

## Design and Planning Skills

- Assess needs
- Set realistic goals
- Identify alternative courses of action
- Predict future trends and patterns
- Create, imagine and develop new concepts; approach existing elements in new ways and merge abstract ideas to form original solutions to problems
- Follow through with a plan or decision
- Attend to details w/o losing track of big picture while working with wide variety and/or great volume of information
- Accommodate multiple demands for commitment of time, energy and resources
- Make and keep a schedule to manage time effectively
- Set priorities

## Human Relations and Interpersonal Skills

- Keep a group "on track" and moving toward the achievement of a goal
- Maintain group cooperation and support
- Interact effectively with peers, superiors and subordinates
- Express one's feelings appropriately
- Understand the feelings of others
- Make commitments to people
- Analyze behavior of self and others in group situations
- Demonstrate effective social behavior in a variety of settings and under different circumstances

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## Management and Administration Skills

- Analyze tasks
- Develop programs/ideas through rigorous preparation and task arrangement
- Identify people who can contribute to the solution of a problem or task
- Identify resource materials useful in the solution of a problem
- Organize people and tasks to achieve specific goals
- Delegate responsibility for completion of a task
- Motivate and lead people
- Supervise others by giving direction, purpose, inspiration and necessary authority to carry out tasks
- Budget funds to be used for intended purposes without exceeding available resources

## Self-Management and Career Development Skills

- Develop personal growth goals that are motivating
- Accept the consequences of one's actions
- Be willing to take risks
- Adapt to changing environments
- Take initiative to be proactive and reach goals with minimum external supervision
- Accept and learn from negative criticism
- Persist with a project when faced with failure unless it's clear that the project cannot be carried out or is not worth the time or effort required to complete it
- Generate trust and confidence in others
- Identify, describe and assess one's needs, values, interests, strengths, weaknesses and skills acquired through formal education and general life experiences and their relative importance
- Match knowledge about one's own characteristics/abilities to information about career opportunities
- Relate the skills developed in one environment to the requirements of another environment
- Market oneself to employers through resumes, networking and interviews