



## Ka-Trabaho Komunity

[www.katrabaho.com](http://www.katrabaho.com)

### Transferable Skills Checklist

#### Communication Skills

- Public speaking & presentations
- Writing (reports, proposals, emails)
- Active listening
- Negotiation & persuasion
- Explaining technical info in simple terms
- Multilingual or bilingual ability

#### Teamwork & Collaboration

- Working in teams across functions
- Conflict resolution & mediation
- Giving and receiving feedback
- Supporting group goals
- Leadership in group projects
- Cross-cultural collaboration

#### Leadership & Management

- Delegating tasks effectively
- Motivating and coaching others
- Strategic planning
- Budgeting and resource allocation
- Performance evaluation
- Leading meetings or workshops

*Para sa bawat Pilipinong may pangarap  
– kasama mo ang **Katrabaho Komunity**.*



## Ka-Trabaho Komunity

[www.katrabaho.com](http://www.katrabaho.com)

### Problem-Solving & Critical Thinking

- Identifying problems quickly
- Analyzing data or situations
- Creative thinking (innovation)
- Decision-making under pressure
- Risk assessment & management
- Cross-cultural collaboration

### Organizational & Time Management

- Prioritizing tasks
- Meeting tight deadlines
- Project planning & coordination
- Keeping records organized
- Managing multiple responsibilities
- Event planning

### Technology & Digital Skills

- Proficiency in MS Office / Google Workspace
- Basic data analysis (Excel, SQL, Sheets)
- Online research skills
- Social media management
- Graphic design basics (Canva, Photoshop)
- Using collaboration tools (Slack, Trello, Asana)
- Learning new software quickly



## Ka-Trabaho Komunity

[www.katrabaho.com](http://www.katrabaho.com)

### Analytical & Research Skills

- Collecting and interpreting data
- Conducting surveys and interviews
- Writing reports and summaries
- Market research
- Evaluating information sources
- Policy or trend analysis

### Analytical & Research Skills

- Empathy and emotional intelligence
- Customer service mindset
- Relationship building
- Networking skills
- Adaptability in different work cultures
- Persuasion and influence

### Creativity & Innovation

- Content creation (writing, video, graphics)
- Campaign planning
- Brainstorming unique solutions
- Designing workflows or processes
- Storytelling skills
- Branding and design thinking



**Ka-Trabaho Komunity**

[www.katrabaho.com](http://www.katrabaho.com)

### Self-Management Skills

- Self-motivation & discipline
- Continuous learning & upskilling
- Stress management
- Resilience in setbacks
- Adaptability to new environments
- Initiative-taking

Kt

Ka-trabaho Komunity

*Para sa bawat Pilipinong may pangarap  
– kasama mo ang **Katrabaho Komunity**.*