

SKILLS INVENTORY

Review the list of skills and check or highlight the skills you possess. Once you have identified the skills, review that list and note any clusters of skills. For each skill, be sure you have a real example of how you used it successfully. Next, review the list of skills and identify those you like to use. These skills are considered your strengths and are important to use in defining who you are and what makes you special. Finally, turn the page over and expand on your top 5 skills.

Hands-On/Physical Skills

- ☐ Coordination
- ☐ Outdoor skills
- ☐ Athleticism
- ☐ Strength
- ☐ Stamina/endurance
- ☐ Agility/quickness
- ☐ Constructing
- ☐ Handling
- ☐ Cooking
- ☐ Installing
- ☐ Operating tools/machines
- ☐ Producing
- ☐ Repairing/restoring
- ☐ Gardening
- ☐ Designing
- ☐ Building

Communication Skills

- ☐ Clear communication/spoken
- ☐ Clear communication/business written
- ☐ Clear communication/creative written
- ☐ Persuading
- ☐ Defining
- ☐ Editing/restatement
- ☐ Interviewing
- ☐ Summarizing
- ☐ Public speaking to large groups
- ☐ Reading for meaning
- ☐ Reading for summarizing
- ☐ Languages
- ☐ Not afraid of competition
- ☐ Follow through
- ☐ Ethical/trustworthy

Leadership/Influencing Skills

- ☐ Relates well to others
- ☐ Builds teams and alliances
- ☐ Negotiates agreements
- ☐ Settles disagreements
- ☐ Persuades and guides
- ☐ Sells ideas/promotes
- ☐ Manages self
- ☐ Sets priorities

- ☐ Identifies direction
- ☐ Works without supervision
- ☐ Accepts responsibility
- ☐ Delegates
- ☐ Monitors progress
- ☐ Manages meetings/conferences
- ☐ Identifies problems and solutions
- ☐ Manages up and down the organization
- ☐ Adapts to new situations
- ☐ Builds teams
- ☐ Works well independently
- ☐ Motivates
- ☐ Guides and coaches
- ☐ Demonstrates integrity and values
- ☐ Professional appearance
- ☐ Marketing

Interpersonal Skills

- ☐ Listening
- ☐ Identifying learning areas
- ☐ Provide instruction/input
- ☐ Create learning opportunities
- ☐ Facilitate group process
- ☐ Encourage/guide
- ☐ Design learning modules
- ☐ Summarize/provide overview
- ☐ Instruct/provide detail
- ☐ Advise/coach one on one
- ☐ Problem solving
- ☐ Sympathetic
- ☐ Helping
- ☐ Accepting
- ☐ Forms good rapport
- ☐ Mediating
- ☐ Handles problems/complaints
- ☐ Providing service
- ☐ Flexible

Learning Skills

- ☐ Observation
- ☐ Identifying trends
- ☐ Synthesizing
- ☐ Analyzing/assessing
- ☐ Summarizing
- ☐ Retains facts and details

- ☐ Learns by doing
- ☐ Learns by reading
- ☐ Learns by listening
- ☐ Learns by process in the moment
- ☐ Extrapolates to other situations

Artistic/Creative/Innovative Skills

- ☐ Noticing beauty/aesthetics
- ☐ Designing visually
- ☐ Designing materials
- ☐ Symbolic thinking
- ☐ Creating/shaping things
- ☐ Imagining
- ☐ Performing
- ☐ Interrelating materials/themes
- ☐ Improvising
- ☐ Noticing trends
- ☐ Developing new approaches
- ☐ Demonstrating foresight
- ☐ Experimenting
- ☐ Adapting ideas
- ☐ Tolerating lack of structure

Technological/Financial Skills

- ☐ Technological/Financial Skills
- ☐ Math computation
- ☐ Using statistics
- ☐ Identifying trends
- ☐ Problem solving
- ☐ Accounting
- ☐ Forecasting
- ☐ Estimating
- ☐ Financial planning
- ☐ Budgeting

Analytical Skills

- ☐ Problem Solving
- ☐ Can make decisions with ambiguous, incomplete, or conflicting info
- ☐ Event planning
- ☐ Organization
- ☐ Attention to detail
- ☐ Initiative