

**DIRECTIONS:** Put a check in the box next to each skill you enjoy using on a daily basis and then add up your checks in each section. Then, look back to see which categories contain your strongest skills! List your strongest skills in the SKILLS category on page 17.

**I. WORKING WITH PEOPLE**

***A. Helping/Human Relations Skills***

***Skill I Enjoy Using***

**Total**        / 10

- Active listening, caring
- Developing rapport and trust
- Working with groups
- Understanding, empathizing, accepting
- Helping others clarify alternatives, values and needs
- Counseling, advising
- Interviewing, referring, consulting
- Dealing constructively with difficult people/situations
- Advocating, negotiating for others, confronting
- Working with special populations, social service

***B. Management Skills***

***Skill I Enjoy Using***

**Total**        / 7

- Organization, coordinating (people, programs, structures)
- Supervising, managing, directing, motivating
- Establishing, planning, developing
- Implementing policies and procedures
- Producing, setting up, assigning, maintaining
- Problem-solving, trouble-shooting
- Reconciling conflicts, mediating

***C. Communication/Teaching Skills***

***Skill I Enjoy Using***

**Total**        / 8

- Speaking, conversing, telephone skills
- Dealing with general public, providing resources
- Office writing, memos, letters, reports, minutes
- Journalistic writing - newspapers, magazines, blogs
- Proofreading, editing, revising, adapting
- Reading, translating, interpreting
- Teaching, instructing, coaching, tutoring, training
- Leading discussion groups/workshops/performing

## **D. Public Relations/Promotional Sales**

### **Skill I Enjoy Using**

- Representing (an employer, an organization, an issue)
- Lobbying, building support, advocating
- Coordinating conflicting groups to work together
- Selling (commodities, services, programs, ideas)
- Public presentations, debating, media appearances
- Public information, press releases, newsletters, publicity
- Organizing, planning, executing, producing, directing
- Theatrical poise, stage presence, audio-visual presentations

Total        / 8

## **E. Administration/Leadership**

### **Skill I Enjoy Using**

- Initiating action, working without supervision, can work under stress
- Defining objectives, setting standards, compromising
- Analyzing situations objectively
- Simplifying complex problems (breaking them down)
- Prioritizing tasks, revising goals, managing time
- Evaluating, reviewing, recommending
- Delegating responsibility, chairing meetings

Total        / 7

## **II. WORKING WITH DATA**

### **A. Numbers/Finance/Office Skills**

#### **Skill I Enjoy Using**

- Computing, calculating, estimating, projecting
- Bookkeeping, accounting, auditing
- Cost analysis, financial planning, budget management
- Taking inventory, appraising, purchasing, buying
- Designing office forms, procedures, filing
- Using statistics, compiling statistical reports
- Attention to detail, follow-through, accuracy, precision

Total        / 7

### **B. Research Analysis**

#### **Skill I Enjoy Using**

- Gathering information, investigation, surveying
- Organizing, classifying, sorting information into categories
- Dissecting, abstracting, seeing patterns of meaning in results
- Conceptualizing, coming up with theories
- Writing articles, summaries, reports
- Synthesizing, getting to essence of core tasks
- Seeing inter-relations between different phenomena

Total        / 7

**C. Observation/Problem Solving**

Total      / 5

**Skill I Enjoy Using**

- Sensing, perceiving, examining
- Diagnosing, estimating, anticipating, projecting
- Drawing plans, drafting
- Designing experiments and tests
- Tracing errors to their source

**III. WORKING WITH THINGS**

**A. Physical/Mechanical Skills**

Total      / 9

**Skill I Enjoy Using**

- Manual Dexterity
- Performing intricate lab procedures, preparing slides
- Operating equipment, computers
- Working with scientific instruments, laboratory machinery, mechanical devices
- Using tools, operating heavy machinery (trucks, cranes)
- Skilled-trades-carpentry, masonry, plumbing
- Plant care, gardening, farming, landscaping
- Hiking, walking, camping, bicycling, swimming, dancing
- Traveling, navigating

**B. Design and Construction**

Total      / 5

**Skill I Enjoy Using**

- Molding, shaping, composing
- Fixing, adapting, repairing
- Measuring physical accuracy or quality
- Drawing plans, drafting, crafts
- Mechanical problem solving, mechanical ingenuity

**What are your top 3 SKILL areas?** (Leadership, Helping Others, etc.)