

SKILLS

On the list below, underline the skills you are capable of using. Then circle the top 3 to 5 skills you enjoy using most from each category

Communication

write
edit
summarize
persuade
verbal communication
listen attentively
facilitate discussion
consult
teach
train
sell
promote
use of languages
communicate with metaphors interview
mastery with words
ask questions
make presentations
negotiate
think on one's feet conversational ability
entertain, perform
host
interact with public
public speaking
teamwork
serve as a liaison

Information Management

calculate and compute
classify and catalog
math knowledge and skills
applying formulas
financial record keeping
organize information
manage information
manage money
keep accurate records
attend to details
logical ability
develop systems
develop a budget
categorize
summarize
streamline systems & processes
monitor & manage databases

Organization Management

solve problems
time management
make decisions
lead
plan ahead
meet deadlines
establish priorities
supervise
motivate
recruit
resolve conflicts
collaborate
mediate
initiate projects
forecast
organize
coordinate
handle logistics
put theory into practice
delegate
give directions
assume responsibility
determine policy
interpret policy
apply policy
set timelines and expectations
strategize
implement plans
evaluate outcomes
create team
visualize end result
set goals

Design & Planning

anticipate problems
plan
invent
conceptualize
design
display
layout/format
design programs
anticipate consequences
brainstorm new ideas
think visually
improvise
compose
adapt
create images
integrate
project
synthesize

Research & Investigation

analyze ideas
analyze data
dissect
research
investigate
read for information
interview for information collect data
diagnose
evaluate
compare
critical thinking synthesize information
experiment
observe
outline
formulate hypotheses
develop theory
calculate/compare

Relationship Skills

facilitate
collaborate
serve clients and customers
resolve conflict
group process
demonstrate social/cultural awareness
empathize
encourage
empower
consult
interview
counsel
advocate
use intuition
coach
provide care
coordinate
advise
support
train/instruct

Technical/Physical Skills

assemble
build/construct
fabricate
model
program
install
maintain
inspect
invent
operate equipment
repair
restore
use physical coordination
sketch/draw
hand dexterity/use tools and equipment
body coordination
observe

Creativity Skills

perform artistically
synthesize/integrate
use intuition
conceptualize
visualize
brainstorm
demonstrate foresight
design
author/compose written work
create images
choreograph

Now of the circled skills, list the five that you would MOST want to use in your work:

- 1.
- 2.
- 3.
- 4.
- 5.