

## **What Skills Do You Have?**

Consider what you feel you are good at doing, and rate your skill level on a scale of 1-5 (5 being highest) for each of the following abilities listed below.

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| <input type="checkbox"/> to inspire trust and confidence   | <input type="checkbox"/> to operate machinery                               |
| <input type="checkbox"/> to motivate others  | <input type="checkbox"/> to investigate                                     |
| <input type="checkbox"/> to guide the activities of others                                       | <input type="checkbox"/> to use space effectively                           |
| <input type="checkbox"/> to work effectively with individuals and groups                         | <input type="checkbox"/> to make well-informed decisions                    |
| <input type="checkbox"/> to plan and organize  | <input type="checkbox"/> to be self-disciplined                             |
| <input type="checkbox"/> to understand emotional and educational needs of others                 | <input type="checkbox"/> to work under stressful conditions                 |
| <input type="checkbox"/> to communicate verbally   | <input type="checkbox"/> to serve others                                    |
| <input type="checkbox"/> to maintain order, resolve differences, anticipate and prevent problems | <input type="checkbox"/> to interact with people from different backgrounds |
| <input type="checkbox"/> to gather information   | <input type="checkbox"/> to lead others                                     |
| <input type="checkbox"/> to present information in a manner that holds attention                 | <input type="checkbox"/> to be reliable                                     |
| <input type="checkbox"/> to adapt and present information to different learning styles           | <input type="checkbox"/> to use diplomacy                                   |
| <input type="checkbox"/> to accurately assess progress of individuals or programs                | <input type="checkbox"/> to take responsibility                             |
| <input type="checkbox"/> to communicate effectively in writing                                   | <input type="checkbox"/> to understand physical needs of others             |
| <input type="checkbox"/> to manage multiple tasks  | <input type="checkbox"/> to assist others in their growth/development       |
| <input type="checkbox"/> to work alone   | <input type="checkbox"/> to help others through stressful times             |
| <input type="checkbox"/> to solve problems   | <input type="checkbox"/> to use time effectively                            |
| <input type="checkbox"/> to identify important issues  | <input type="checkbox"/> to effectively listen                              |
| <input type="checkbox"/> to integrate a variety of concepts                                      | <input type="checkbox"/> to work with numbers                               |
| <input type="checkbox"/> to be organized   | <input type="checkbox"/> to use technology                                  |
| <input type="checkbox"/> to understand how political and social contexts affect behavior         | <input type="checkbox"/> to persuade others                                 |
| <input type="checkbox"/> to attend to details  | <input type="checkbox"/> to be inventive                                    |
| <input type="checkbox"/> to motivate self  | <input type="checkbox"/> to persevere                                       |
| <input type="checkbox"/> to analyze information and situations                                   | <input type="checkbox"/> to be versatile and able to adapt                  |
| <input type="checkbox"/> to critically think   | <input type="checkbox"/> to deal with conflict                              |
| <input type="checkbox"/> to design   | <input type="checkbox"/> to confront others                                 |
| <input type="checkbox"/> to take initiative  | <input type="checkbox"/> to facilitate discussion                           |
| <input type="checkbox"/> to be patient   | <input type="checkbox"/> to create or compose                               |
| <input type="checkbox"/> to be dependable  | <input type="checkbox"/> to perform   |
| <input type="checkbox"/> to be understanding   | <input type="checkbox"/> to debate with others                              |
| <input type="checkbox"/> to speak effectively in front of groups                                 | <input type="checkbox"/> to sell ideas, goods, or services                  |
| <input type="checkbox"/> to create policy  | <input type="checkbox"/> to be flexible to change                           |
| <input type="checkbox"/> to advocate for others  | <input type="checkbox"/> to understand all sides of an issue                |

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Are there other skills that you feel you are good at that have not been included on the list above? List those in the space below, and be sure to rate your ability.

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Review the list, what are your best skills?

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Why do you feel these are your best skills?

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Which skills do you wish you could improve upon or learn? Why do you feel you should improve on these particular skills?

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