## 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.

\_\_\_ to inspire trust and confidence \_\_\_ to operate machinery

\_\_\_ to motivate others \_\_\_ to investigate

\_\_\_ to guide the activities of others \_\_\_ to use space effectively

\_\_\_ to work effectively with individuals \_\_\_ to make well-informed decisions

and groups \_\_\_ to be self-disciplined

\_\_\_ to plan and organize \_\_\_ to work under stressful

\_\_\_ to understand emotional and conditions

educational needs of others \_\_\_ to serve others

\_\_\_ to communicate verbally \_\_\_ to interact with people from

\_\_\_ to maintain order, resolve differences, different backgrounds

anticipate and prevent problems \_\_\_ to lead others

\_\_\_ to gather information \_\_\_ to be reliable

\_\_\_ to present information in a manner \_\_\_ to use diplomacy

that holds attention \_\_\_ to take responsibility

\_\_\_ to adapt and present information to \_\_\_ to understand physical needs of

different learning styles others

\_\_\_ to accurately assess progress of \_\_\_ to assist others in their growth/

individuals or programs development

\_\_\_ to communicate effectively in writing \_\_\_ to help others through stressful

\_\_\_ to manage multiple tasks times

\_\_\_ to work alone \_\_\_ to use time effectively

\_\_\_ to solve problems \_\_\_ to effectively listen

\_\_\_ to identify important issues \_\_\_ to work with numbers

\_\_\_ to integrate a variety of concepts \_\_\_ to use technology

\_\_\_ to be organized \_\_\_ to persuade others

\_\_\_ to understand how political and social \_\_\_ to be inventive

contexts affect behavior \_\_\_ to persevere

\_\_\_ to attend to details \_\_\_ to be versatile and able to adapt

\_\_\_ to motivate self \_\_\_ to deal with conflict

\_\_\_ to analyze information and situations \_\_\_ to confront others

\_\_\_ to critically think \_\_\_ to facilitate discussion

\_\_\_ to design \_\_\_ to create or compose

\_\_\_ to take initiative \_\_\_ to perform

\_\_\_ to be patient \_\_\_ to debate with others

\_\_\_ to be dependable \_\_\_ to sell ideas, goods, or services

\_\_\_ to be understanding \_\_\_ to be flexible to change

\_\_\_ to speak effectively in front of groups \_\_\_ to understand all sides of an

\_\_\_ to create policy issue

\_\_\_ to advocate for others

continued on next page….

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?

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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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