What skills do I have?

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

------- inspiring trust and confidence ------- creating policy

------- motivating others ------- advocating for others

------- guiding the activities of others ------- operating machinery

------- planning and organizing ------- investigating

-------working effectively with individuals and groups ------- using space efficiently

------- understanding emotional and education needs of others ------- being self-disciplined

------- making well informed decisions ------- serving others

------- working under stressful conditions ------- communicating verbally

------- interacting with people from different backgrounds ------- gathering information

------- maintaining order, resolve differences, prevent problems ------- leading others

------- presenting info in a manner that holds attention ------- being reliable

------- adapting & presenting info to different learning styles ------- using diplomacy

------- accurately assessing progress of individuals or programs ------- taking responsibility

------- communicating effectively in writing ------- working alone

------- understanding physical needs of others ------- using time effectively

------- assisting others in their growth/development ------- solving problems

------- helping others through stressful times ------- managing multiple tasks

------- identifying important issues ------- effectively listening

------- integrating a variety of concepts ------- working with numbers

------- being organized ------- using technology

------- understanding how political & social contexts affects behavior -------persuading others

------- attending to details ------- being inventive

------- motivating myself ------- persevering

------- analyzing situations and information ------- dealing with conflict

------- being versatile and able to adapt ------- thinking critically

------- designing ------- confronting others

------- facilitating discussion ------- creating or composing

------- taking intiative ------- performing

------- being patient ------- debating with others

------- being dependable -------being understanding

------- speaking effectively in front of groups ------- being flexible to change

------- selling ideas, goods, services

------- understanding all sides of an issue

Are there other skills that you feel you are good at that aren’t on the list above? List them here and rate your ability:

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Review the list above. What is 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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