

SKILLS IDENTIFICATION - SKILLS GROUPS

Place a check mark next to those skills which you believe you have already developed. Put TWO check marks next to your top ten skills (those you believe are best developed). Circle any skills which you want to develop further, or begin to develop in the future. Note: some skills could be placed in more than one category.

ARTISTIC

☐ Decorating
☐ Displaying
☐ Drawing
☐ Designing
☐ Illustrating
☐ Painting
☐ Sculpting
☐ Graphic Arts
☐ Crafts
☐ Acting
☐ Singing
☐ Dancing
☐ Cooking
☐ Photography
☐ Calligraphy
☐ Playing an instrument
☐ Conducting
☐ Composing
☐ Visualizing
☐ Other _____

COMMUNICATIONS

☐ Writing
☐ reports
☐ speeches
☐ press releases
☐ expository
☐ creative
☐ minutes
☐ technical
☐ Reading
☐ Translating
☐ Speaking
☐ Editing
☐ Proofreading
☐ Instructing
☐ Listening
☐ Reflecting
☐ Directing
☐ Mediating
☐ Negotiating
☐ Presenting (with AV)
☐ Act as liaison
☐ Perceive intuitively

SALES/PROMOTION

☐ Serving

☐ Negotiating
☐ Instructing
☐ Supervising
☐ Persuading
☐ Influencing
☐ Leading
☐ Motivating
☐ Demonstrating
☐ Recruiting
☐ Coaching/Advocating

RESEARCH/ ANALYTICAL

☐ Comparing
☐ Organizing
☐ Categorizing
☐ Compiling
☐ Evaluating
☐ Researching
☐ Observing
☐ Investigating
☐ Synthesizing
☐ Testing
☐ Designing surveys
☐ Needs analysis
☐ Record-keeping
☐ Inquiring
☐ Interviewing
☐ Inspecting
☐ Statistics
☐ Diagnosing
☐ Extracting
☐ Screening
☐ Clarifying
☐ Classifying

MANAGEMENT/ ADMINISTRATION

☐ Decision-making
☐ Problem identification
☐ Goal setting
☐ Policy development
☐ Planning
☐ Organizing
☐ Coordinating
☐ Reporting
☐ Setting priorities
☐ Scheduling

☐ Delegating
☐ Budgeting
☐ Controlling
☐ Monitoring
☐ Supervising
☐ Communicating
☐ Counseling
☐ Implementing
☐ Program Development
☐ Forecasting
☐ Evaluating
☐ Initiate change
☐ Generate ideas
☐ Teach/train

FINANCIAL/ NUMERIC

☐ Computing
☐ Calculating
☐ Auditing
☐ Tax preparation
☐ Statistics
☐ Budgeting
☐ Financial planning
☐ Investing
☐ Record keeping
☐ Statistical modeling
☐ Inventory control
☐ Cost analysis

MECHANICAL/ MANUAL

☐ Carpentry
☐ Repairing
☐ Installing
☐ Drafting/Drawing
☐ Dexterity
☐ Precision working
☐ Building
☐ Machining
☐ Physical coordination

OTHER

☐ Data processing
☐ Computer operation
☐ Computer programming