SKILLS INVENTORY

NAME OF WRITER

AFFILIATIONS

**Question 1**: From the list above, referring to column 2, list your top five or ten favorite skills that you would most enjoy utilizing in your work (even if you are not proficient at them yet)? Include the main skill category.

**Answer:**

**Communication Skills**

* Speak in public, debate, advocate, present or demonstrate an idea
* Comfortably speaking to others you do not know

**Technical Skills**

* Do skilled crafts or use hand coordination with tools
* Repair or set up machines or equipment

**Management and Self-Management Skills**

* Prioritizing tasks so that the larger goal is met on time
* Being eager to learn
* Solving problems in a cooperative way

**Number Skills**

* Forecast, appraise or estimate numerical information

**Creative/Artistic Skills**

* Presenting artistic ideas

**Business Skills**

* Working with budgets

**Question 2:** Which of the favorite skills listed above do you consider strengths or things that you are very good at? Include the main skill category.

**Answer:**

**Communication skills:**

* Writing reports, letters and memos correctly
* Comparing or cross-checking two lists
* Listening to others

**Technical Skills:**

* Work with earth and nature
* Gardening, landscaping and farming

**Management and Self-Management Skills:**

* Being patient with others
* Following the rules
* Speaking up for yourself

**Number Skills:**

* Doing arithmetic correctly
* Using percentages and decimals

**People and Social Skills:**

* Calming people down
* Counsel, empower, coach, guide or listen to individuals

**Business Skills:**

* Attend to detail, copy, inspect or transcribe
* Writing business documents

**Question 3:** Which (top five) skills would you like to develop, improve and/or learn (refer to skills marked in column 3)? Include the main skill category.

Answer:

**Communication Skills**

* Explaining things to other people

**Technical Skills**

* Be athletic or use physical coordination

**Management and Self-Management Skills**

* Getting interested/excited about the task at hand

**Number Skills**

* Using a database program on a computer

**Business Skills**

* Organizing, filing, updating, categorizing or arranging information