Your skills

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| A | B | C |  | D |
| SKILL | EXAMPLE | SKILL RATING |  | ENJOYMENT |
| **PEOPLE SKILLS** |  | **1 2 3 4** |  | **1 2 3 4** |
| Persuading  |  |  |  |  |
| Negotiating |  |  |  |  |
| Counselling |  |  |  |  |
| Coaching |  |  |  |  |
| Training/teaching |  |  |  |  |
| Supervising |  |  |  |  |
| Managing |  |  |  |  |
| Delegating |  |  |  |  |
| Advising |  |  |  |  |
| Motivating |  |  |  |  |
| Resolving conflict |  |  |  |  |
| Interviewing |  |  |  |  |
| Developing others |  |  |  |  |
| Listening |  |  |  |  |
| Working in a team |  |  |  |  |
| Presenting to a group |  |  |  |  |
| Leading/directing |  |  |  |  |
| Helping others |  |  |  |  |
| Others |  |  |  |  |

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| A | B | C |  | D |
| SKILL | EXAMPLE | SKILL RATING |  | ENJOYMENT |
| **INFORMATION SKILLS** |  | **1 2 3 4** |  | **1 2 3 4** |
| Researching/collecting information |  |  |  |  |
| Organising/classifying |  |  |  |  |
| Analysing |  |  |  |  |
| Evaluating alternatives/reviewing |  |  |  |  |
| Budgeting/managing money |  |  |  |  |
| Numeracy/calculating |  |  |  |  |
| Computer skills |  |  |  |  |
| Taking an inventory |  |  |  |  |
| Writing reports |  |  |  |  |
| Reading for facts |  |  |  |  |
| Diagnosing |  |  |  |  |
| Extracting data |  |  |  |  |
| Record Keeping |  |  |  |  |
| Following instructions and diagrams |  |  |  |  |
| Others |  |  |  |  |

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| A | B | C |  | D |
| SKILL | EXAMPLE | SKILL RATING |  | ENJOYMENT |
| **THINKING/IDEAS SKILLS** |  | **1 2 3 4** |  | **1 2 3 4** |
| Decision-making  |  |  |  |  |
| Designing  |  |  |  |  |
| Problem-solving |  |  |  |  |
| Innovating |  |  |  |  |
| Seeing/generating alternatives |  |  |  |  |
| Using intuition |  |  |  |  |
| Assessing a person or situation |  |  |  |  |
| Creating an idea, plan, concept |  |  |  |  |
| Developing other’s ideas |  |  |  |  |
| Expressing thoughts and feelings non-verbally |  |  |  |  |
| Improvising and adapting |  |  |  |  |
| Writing creatively, eg: stories, training materials, reports |  |  |  |  |
| Working with colour |  |  |  |  |
| Working with shapes and spaces |  |  |  |  |
| Thinking conceptually |  |  |  |  |
| Identifying priorities |  |  |  |  |
| Planning |  |  |  |  |
| Organising |  |  |  |  |
| Reading for ideas |  |  |  |  |
| Others |  |  |  |  |

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| A | B | C |  | D |
| SKILL | EXAMPLE | SKILL RATING |  | ENJOYMENT |
| **SKILLS WITH THINGS** |  | **1 2 3 4** |  | **1 2 3 4** |
| Fixing and repairing  |  |  |  |  |
| Assembling and building |  |  |  |  |
| Using hand tools and gadgets |  |  |  |  |
| Operating equipment and machinery |  |  |  |  |
| Finding out how things work |  |  |  |  |
| Manual dexterity |  |  |  |  |
| Physical co-ordination |  |  |  |  |
| Physical fitness |  |  |  |  |
| Physical strength |  |  |  |  |
| Precision working |  |  |  |  |
| Crafting objects or materials |  |  |  |  |
| Others |  |  |  |  |

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| A | B | C |  | D |
| SKILL | EXAMPLE | SKILL RATING |  | ENJOYMENT |
| **SPECIFIC TECHNICAL PROFESSIONAL SKILLS** |  | **1 2 3 4** | **1 2 3 4** |
| Use this section for the skills you need to perform your particular kind of workEg: word-processing, book keeping, technical drawing, engineering |
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