

SKILLS AND ABILITIES CHECKLIST

1. Check () the skills which you possess.
2. Place an "X" next to the skills you would like to develop.
3. Add other skills you have which are not listed.
4. Insert an asterisk (*) next to those skills which you enjoy using.
5. Then, determine in what categories most of your skills are located.

WORKING WITH DATA

Numerical/Computing Skills

- managing information
- financial bookkeeping, reports
- accounting
- managing budgets/money
- allocating resources
- computing/calculating numbers
- financial planning
- statistical work
- cost analysis
- sophisticated mathematical ability
- analyzing quantitative data
- investment planning & decision making
- programming computers

Organizational Skills

- organizing programs, conferences
- establishing priorities
- keeping deadlines
- accepting responsibility
- following through
- organizing records
- classifying, filing, processing
- getting things done
- making arrangements
- making & developing contacts
- attention to details
- implementing decisions
- making decisions
- coordinating
- systematizing
- planning

Problem Solving Skills

- gathering information
- researching, surveying
- clarifying problems
- anticipating problems
- organizing, classifying
- analyzing, dissecting
- breaking down into parts
- diagnosing
- finding the root of the problem
- problem solving, trouble shooting
- testing ideas
- crisis intervention
- reviewing, critiquing, evaluating
- arbitrating, mediating
- negotiating
- working well under stress
- liaison skills
- thinking quickly

Observational/Analytical/Research Skills

- integrating facts or ideas
- obtaining information
- sensing, feeling
- listening, awareness
- observing, reflecting (people, data, things)
- perceiving potential in others
- learning quickly
- reasoning, abstracting
- using logic
- assessing, appraising
- processing information
- understanding difficult concepts, ideas
- classifying & organizing information
- visualizing concepts

**How deeply do you want to get involved with and use data in your career?
(low/medium/high level of complexity)**

WORKING WITH PEOPLE

Helping/Human Relations Skills

- _____ helping others
- _____ perceiving needs of others
- _____ caring for others
- _____ empathizing, being sensitive
- _____ listening & understanding
- _____ counseling, guiding, advising
- _____ communicating warmth
- _____ collaborating w/ others
- _____ advocating, negotiating for others
- _____ teamwork
- _____ motivating others
- _____ creating pleasant environments
- _____ inspiring trust, developing rapport
- _____ diplomacy, host or hostessing

Management Skills

- _____ managing people, programs
- _____ delegating responsibility
- _____ organizing & coordinating others
- _____ planning, forecasting
- _____ designing & developing programs
- _____ recognizing & using others' skills
- _____ establishing procedures, structures
- _____ directing & supervising others
- _____ reviewing, evaluating
- _____ hiring, team building
- _____ implementing policies, decisions
- _____ developing the potential in people
- _____ interpreting policies, procedures
- _____ ability to handle a variety of tasks
- _____ coordinating operations, details

Instructional/Educational Skills

- _____ briefing, explaining
- _____ teaching, tutoring, instructing
- _____ advising
- _____ leading, facilitating
- _____ creating learning environments
- _____ encouraging, empowering
- _____ enabling others to help themselves
- _____ illustrating concepts with examples
- _____ conveying enthusiasm
- _____ informing, training others

Leadership Skills

- _____ initiating
- _____ self-directing
- _____ managing time
- _____ prioritizing tasks
- _____ persisting
- _____ confronting problem situations
- _____ planning & promoting change
- _____ active problem solving
- _____ taking risks
- _____ making hard decisions
- _____ leading others
- _____ motivating groups, inspiring others
- _____ chairing meetings
- _____ persuading, influencing others
- _____ negotiating, bargaining
- _____ debating
- _____ promoting an idea, product, service
- _____ mediating, arbitrating, reconciling
conflicts
- _____ policy making
- _____ mobilizing resources
- _____ crisis intervention

Communication/Public Relations Skills

- _____ communicating
- _____ writing reports, letters, memos
- _____ speaking, conversing
- _____ editing, critiquing
- _____ translating
- _____ explaining
- _____ reading
- _____ defining
- _____ summarizing
- _____ imaginative, promotional writing
- _____ business writing
- _____ technical writing
- _____ public speaking
- _____ demonstrating
- _____ using humor
- _____ making radio & tv presentations
- _____ telling stories
- _____ performing in public
- _____ presenting programs, meetings

To what extent do you prefer working with people in your career? (low/medium/high)

WORKING WITH THINGS

Physical/Mechanical Skills

- physical coordination
- plant care, farming
- animal care
- traveling
- navigating
- physical stamina
- outdoor work
- camping
- athletic ability
- working/cleaning/tending
- cooking
- crafts
- dancing
- engineering
- physical strength

- technical
- mechanical reasoning
- working with machines
- spatial perception
- designing, shaping, composing
- operating equipment
- using tools
- operating, programming computers
- repairing
- assembling/installing
- building/construction
- lifting, balancing, moving
- precision work
- producing
- manual dexterity
- taking risks

**To what extent would you like to work with things as part of your career?
(low/medium/high)**

WORKING WITH PEOPLE, DATA & THINGS

Creative/Imaginative/Innovative Skills

- imagining, intuiting
- improvising, inventive
- innovating, creating ideas
- experimenting
- developing, formulating
- synthesizing, integrating
- predicting, showing foresight
- adapting, improving
- designing new programs, materials
- staging, directing productions

- sensitivity to beauty
- expressive, verbal/non-verbal
- creating music, art, photography, art
- visualizing colors, shapes, concepts
- symbolizing words, images, concepts
- writing poetry, plays, stories
- acting
- creating
- insight
- designing