

My Skills

Review the following skills statements and highlight those you can claim. Use this information to conduct your self-review. There's great value in knowing how others view your skills. You can do this by soliciting feedback from your manager or mentor, peers, partners you collaborate with and those you support. A well rounded review of your skills will ensure you have a realistic career plan.

Leadership Skills

- Able to move into totally new situations on my own
- Able to take initiative in developing relationships
- Skilled at striking up conversations with strangers
- Continually searching for more responsibility
- Excellent at organizing my time / time of others
- Work without supervision / self-directed
- Unwilling to automatically accept status quo
- Keen perception of things as they could be rather than accepting them as they are
- Can act as agent of change / promote major changes
- Can plan, initiate, and effect change
- Sees a problem and acts immediately to solve it
- Deals well with the unexpected / critical
- Able to act decisively in emergencies
- Adept at confronting others with difficult personal matters
- No fear of taking manageable risks
- Adept at policy making
- Able to terminate projects / people / processes when necessary
- Inspiring, motivating, and leading organized groups
- Skilled at chairing meetings
- Can lead others / impress others with charisma and enthusiasm
- Skilled in human relations techniques

Numerical / Accounting / Financial Skills

- Rapid computations performed in head or on paper
- High accuracy in computing, counting
- Financial planning and management / keep financial records

- Conducting economic research and analysis
- Doing cost analyses, estimates, projections, and comparisons
- Developing a budget / budget planning, preparation, justification, administration, review
- Skilled at allocating scarce financial resources
- Prepare financial reports
- Use numbers as reasoning tool / sophisticated mathematical abilities; effective at solving
- Statistical problems

Influential / Persuasion Skills

- Establish rapport quickly
- Inspire trust in minds of others
- Help people identify their “enlightened self-interest”
- Expert in reasoning persuasively / developing a thought
- Influencing the attitudes, ideas of others
- Promote ideas, products effectively without tearing down competing ideas or products
- Can sell program or course of action to decision-makers
- Develop markets for ideas / products
- Motivate others and stimulate them to action
- Get diverse groups to work together, adept at conflict management
- Mediating between contending parties or groups
- Negotiating to come to joint decisions
- Crisis intervention
- Obtaining agreement on policies after the fact

Detail / Follow-through Skills

- Ability to follow detailed instructions
- Expert at getting things done by deadlines, within budget
- Implement instructions precisely
- Precise attainment of tolerances and standards
- Skilled at making arrangements for events, processes
- Adept at finding ways to speed up a job
- Able to handle a variety of tasks and responsibilities simultaneously and efficiently
- Work well under stress and can improvise
- Keen and accurate memory for detail
- Retentive memory for rules and procedures

- Excel at systematic ordering and manipulating of data
- Collate data accurately and compare with previous data
- Organize written/numerical data according to a prescribed plan; classify material expertly

Communication Skills / Ability to Convey Ideas

- Read rapidly and voraciously
- Can edit materials effectively
- Express self clearly, effectively; make a point and cogently express a position
- Think quickly on your feet
- Able to explain difficult or complex ideas, concepts, problems
- Verbal/linguistic skills in foreign language(s)
- Adept at translating jargon into meaningful terms
- Explicit and concise writing skills
- Able to vividly describe scenes so that others can visualize them
- Flair for writing reports (technical or otherwise)
- Create imaginative advertising and publicity programs
- Skilled speech-writer

Human Relations / Helping / Service Skills

- Relate well in dealing with the public
- Excel at customer relations, services
- Sensitive to other's needs
- Remember people and their preferences
- Keen ability to relate to people
- Listen intently and accurately/good at listening, conveying awareness
- Constantly communicate warmth to people
- Convey understanding, patience, fairness
- Expertise in interpersonal contact
- Keen ability to put self in someone else's shoes
- Tactful, diplomatic, discrete
- Effective in dealing with different kinds of people
- Can shape and influence atmosphere of an environment
- Sensitive and responsive to people's feelings and needs in social or other situations
- Work well as part of a team/collaborate with colleagues skillfully/motivate others
- Refuse to put people in slots or categories
- Readily willing to share credit with others and express appreciation

- Work well in hostile environment/handle prima donnas tactfully and effectively
- Able to ignore undesirable qualities in others
- Gifted at helping people with personal problems
- Raise self-esteem of others
- Thorough understanding of human motivations
- Adept at helping people with life/work adjustments
- Aware of people's need for supportive community

Intuition / Innovation Skills

- Possessed of great imagination and the courage to use it
- Continually conceiving, developing, generating ideas
- Ability to improvise on the spur of the moment
- Creative, perceptive, effective innovator
- Willing to experiment with new approaches, ideas, procedures, programs
- Can see relationships between apparently unrelated factors
- Integrate diverse elements into a clear, coherent whole
- Derive things from other's ideas
- See the theoretical base in practical situations
- Develop innovative program ideas
- Recognize obsolescence before compelling data is yet at hand
- Gather resources before need for them becomes apparent
- Generate ideas with commercial possibilities/can see commercial possibilities of abstract ideas and concepts

Instructional / Educational Skills

- Foster a stimulating learning environment
- Adept at inventing illustrations of ideas or principles
- Adept at using visual communications (charts, slides, overheads, etc.)
- Advising/aiding people in making decisions
- Ability to hear and answer questions perceptively
- Keen ability to help others express their views
- Facilitate personal growth and development of others
- Clarify goals, values of others
- Show others how to take advantage of a resource
- Bring out creativity in others
- Design educational events/organize and administer in-house training programs
- Train someone in something/group facilitating/able to provide leadership to groups, encourage discussion

Research / Analysis / Evaluation Skills

- Anticipate situations before they become problems
- Recognize the need for more information to make an intelligent decision
- Skilled at clarifying problems or situations
- Adept at gathering information from people by talking to or interviewing them
- Highly refined research skills; research exhaustively
- Can break down principles into parts
- Analyze community needs, values, resources
- Review large amounts of material and extract essence
- Can perceive and define cause and effect relationships
- Ability to trace problems to their source
- Can organize material, information in a systematic manner
- Excel at problem-solving, trouble-shooting
- Reviewing and evaluating proposals by measurable or subjective criteria
- High level of decision-making skills, not afraid to re-evaluate programs, decisions, ideas
- Analyze manpower requirements for task/performance specifications/communication situations
- Identify elements, relationships, structures and organizing principles of organizations to be analyzed

Organization / Planning / Management Skills

- Approach goal-setting systematically
- Establish effective priorities among competing requirements
- Policy formation and interpretation
- Excel at program development, planning
- Skilled at planning well-run meetings, seminars
- Adept at bringing order to chaotic environment
- Can analyze organizations, plan and build for future
- Bring people together in cooperative efforts
- Able to call in experts/helpers as required
- Recognize and utilize skills of others
- Setting up and maintaining on-time work schedules
- Coordinating operations, details
- Recognize inter-group communication gaps
- Judge the effectiveness of other people
- Property, plant, facilities management

- Make decisions about others and supervise them in their work / managing the output of others

Observation Skills / Ability to Learn

- Highly observant of people, data, things
- Adept at scanning sophisticated observational systems
- Skillful listener
- Continually seeking to expose oneself to new experiences
- Committed to personal growth and learning
- Learn from example of others
- Adept in observing human behaviour
- Can assess and identify potential in others
- Recognize and appreciate skills of others
- Can realistically assess people's needs
- Size up situations quickly and accurately and instinctively understand political realities
- Possess intelligence tempered by common sense

Ability to Perform

- Getting up before a group
- Responsive to the moods and ideas of the audience
- Poise in public appearances
- Exceptional speaking ability, articulate; stimulate people and generate enthusiasm
- Understand value of the ridiculous in illuminating reality
- Conducting and directing public affairs and ceremonies
- Can develop strong artistic (visual) presentations