

## SKILLS

Consider what skills you possess and enjoy using. Review the following lists and:

1. Circle those acquired skills that you enjoy using in the workplace.
2. Star (\*) any skills you do not yet have, but would like to develop. Consider what means you can begin to develop these new skills.
3. Bring this completed worksheet with you to your next counseling session.

PEOPLE	DATA	IDEAS
Advise, Counsel	Budget	Analyze
Advocate	Calculate, Compute	Brainstorm
Anticipate needs	Diagnose	Conceptualize
Communicate	Dissect	Coordinate
Consult	Evaluate	Design
Convey warmth and caring	Examine, Observe	Develop ideas
Credit others	Follow instructions	Edit
Draw people out	Investigate	Explain
Empathize	Look for problems	Generalize
Help others	Manage money	Implement ideas
Initiate relationships	Manage time	Improvise
Inspire	Memorize	Innovate
Interview	Organize, Classify	Intuit
Lead	Plan	Issue spot
Listen	Prepare financial data	Read
Lobby	Prioritize	Research
Manage	Problem solve	Speak articulately
Mediate, Settle disputes	Read to extract facts	Strategize
Mentor	Research	Summarize
Negotiate	Write Reports	Trouble shoot
Network	Other:	Write
Organize people		Other:
Perform		
Persuade		
Present		
Teach, Train		
Other:		

Top 10 acquired skills that you would most enjoy using at work:

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Top 5 skills that you do not yet have but would like to develop:

1.
2.
3.
4.
5.