

Basic Skills Assessment

Circle the skills that you know you have, and that other people have told you that you have.

Put a **checkmark** beside the **top 3 skills** you enjoy the most from the list. The list is composed of soft skills, technical skills, plus special knowledge and abilities that are useful in the workplace.

Soft Skills List

Communication: the skillful expression, transmission and interpretation of knowledge and ideas.

- Speaking effectively
- Writing concisely
- Listening attentively
- Expressing ideas
- Facilitating group discussion
- Providing appropriate feedback
- Negotiating
- Perceiving nonverbal messages
- Persuading
- Reporting information
- Describing feelings
- Interviewing
- Editing

Research and Planning: the search for specific knowledge and the ability to conceptualize future needs and solutions for meeting those needs.

- Forecasting, predicting
- Creating ideas
- Identifying problems
- Imagining alternatives
- Identifying resources
- Gathering information
- Solving problems
- Setting goals
- Extracting important information
- Developing evaluation strategies

Human Relations: the use of interpersonal skills for resolving conflict, relating to and helping people.

- Developing rapport
- Being Sensitive

- Listening
- Conveying feelings
- Providing support for others
- Motivating
- Sharing credit
- Counseling
- Cooperating
- Delegating with respect
- Representing others
- Perceiving feelings, situations
- Asserting

Organization, Management and Leadership: the ability to supervise, direct and guide individuals and groups in the completion of tasks and fulfillment of goals.

- Initiating new ideas
- Handling details
- Coordinating tasks
- Managing groups
- Delegating responsibility
- Teaching
- Coaching
- Counseling
- Promoting change
- Selling ideas or products
- Decision making with others
- Managing conflict

Work Survival: the day-to-day skills that assist in promoting effective production and work satisfaction.

- Implementing decisions
- Cooperating
- Organizing
- Being punctual
- Managing time
- Attending to detail
- Meeting goals
- Enlisting help
- Accepting responsibility
- Setting and meeting deadlines

Technical Skills List

- Calculating
- Compiling Statistics

- Data analytics
- Data base design
- Needs Analysis
- Statistical analysis
- Hardware design/development
- Software design/development
- Programming
- Tech support
- Testing
- Troubleshooting
- Project planning
- Quality control/assurance
- Budget planning
- Blogging
- Digital media
- Web analytics
- Technical documentation
- Research

Other skills, knowledge and abilities:

List your top three skills here.

1.

2.

3.