



SKILL INVENTORY

General Skills

The skill assessment process allows us to recognize our strengths and our weaknesses and determine which areas w

Using the following list of general skills, rate your perceived mastery level for each listed skill. Rate each with the following scale as to their importance in your life - "1" being extremely important and "5" being not as important.

SKILLS	Most Important → Least Important				
Leadership	1	2	3	4	5
Interpersonal	1	2	3	4	5
Independence	1	2	3	4	5
Teamwork	1	2	3	4	5
Teaching/training	1	2	3	4	5
Coaching/mentoring	1	2	3	4	5
Facilitation	1	2	3	4	5
Listening	1	2	3	4	5
Oral communication	1	2	3	4	5
Written Communication	1	2	3	4	5
Presenting	1	2	3	4	5
Planning	1	2	3	4	5
Organizational	1	2	3	4	5
Creative Writing	1	2	3	4	5

Creative thinking	1	2	3	4	5
Global Thinking	1	2	3	4	5
Decision-making	1	2	3	4	5
Problem-solving	1	2	3	4	5
Computer	1	2	3	4	5
Analytical	1	2	3	4	5
Critical thinking	1	2	3	4	5
Conflict Resolution	1	2	3	4	5

List your five strongest skills.

1. _____
2. _____
3. _____
4. _____
5. _____

Additional Skills

Using the following list of general skills, rate your perceived mastery level for each listed skill. Rate each with the following scale as to their importance in your life - "1" being extremely important and "5" being not as important.

SKILLS	Most Important → Least Important				
	1	2	3	4	5
Adapting	1	2	3	4	5
Analyzing	1	2	3	4	5
Assisting	1	2	3	4	5

Abstracting	1	2	3	4	5
Assessing	1	2	3	4	5
Anticipating	1	2	3	4	5
Arranging	1	2	3	4	5
Acting	1	2	3	4	5
Advising	1	2	3	4	5
Building	1	2	3	4	5
Coaching	1	2	3	4	5
Completing	1	2	3	4	5
Coordinating	1	2	3	4	5
Calculating	1	2	3	4	5
Collaborating	1	2	3	4	5
Composing	1	2	3	4	5
Coping	1	2	3	4	5
Consulting	1	2	3	4	5
Counseling	1	2	3	4	5
Directing	1	2	3	4	5
Delegating	1	2	3	4	5
Drawing	1	2	3	4	5
Encouraging	1	2	3	4	5
Explaining	1	2	3	4	5
Imagining	1	2	3	4	5
Diagnosing	1	2	3	4	5
Defining	1	2	3	4	5
Developing	1	2	3	4	5
Discussing	1	2	3	4	5
Decorating	1	2	3	4	5
Empowering	1	2	3	4	5

Examining	1	2	3	4	5
Expressing	1	2	3	4	5
Investigating	1	2	3	4	5
Empathizing	1	2	3	4	5
Evaluating	1	2	3	4	5
Improvising	1	2	3	4	5
Inspiring	1	2	3	4	5
Influencing	1	2	3	4	5
Innovating	1	2	3	4	5
Inventing	1	2	3	4	5
Lecturing	1	2	3	4	5
Leading	1	2	3	4	5
Learning	1	2	3	4	5
Memorizing	1	2	3	4	5
Motivating	1	2	3	4	5
Mediating	1	2	3	4	5
Negotiating	1	2	3	4	5
Observing	1	2	3	4	5
Persuading	1	2	3	4	5
Preparing	1	2	3	4	5
Performing	1	2	3	4	5
Planning	1	2	3	4	5
Reading	1	2	3	4	5
Relating	1	2	3	4	5
Reasoning	1	2	3	4	5
Recruiting	1	2	3	4	5
Reorganizing	1	2	3	4	5
Reviewing	1	2	3	4	5

Researching	1	2	3	4	5
Sharing	1	2	3	4	5
Summarizing	1	2	3	4	5
Scheduling	1	2	3	4	5
Speaking	1	2	3	4	5
Selling	1	2	3	4	5
Simplifying	1	2	3	4	5
Team-Building	1	2	3	4	5
Trouble-Shooting	1	2	3	4	5
Understanding	1	2	3	4	5
Visualizing	1	2	3	4	5
Verbalizing	1	2	3	4	5
Writing	1	2	3	4	5

List your 10 strongest skills.

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.
