

MODULE 2 – SKILLS

The Skills Exercise will help jog your memory and get you thinking about all the areas where you may have gained skills.

Objectives

- To identify and evaluate your skills
- To identify those skills you most want to use

<i>Skill Competence – I have this skill</i>	<i>Skill Interest - I want to use this skill</i>
1 = Weak	1 = Hardly ever
2 = Undeveloped	2 = Occasionally
3 = Adequate	3 = Quite a lot
4 = Competent	4 = A good deal
5 = Very Competent	5 = Most of the time

Soft skills – Communication, Leadership and Interpersonal Skills

Skill	Skill competence Rate from 1 to 5	Skill interest Rate from 1 to 5
Resolving conflict and solving problems		
Coaching – helping individuals develop competence		
Appreciating strengths in others		
Listening with full attention		
Using influencing skills to gain people’s commitment – through selling, persuading or negotiating		
Communicating effectively		
Motivating people		
Opening a conversation in a new relationship		
Performing in public		
Leading others		
Working in a team		
Time-management skills		

Technical Skills - Information/Data Skills

Skill	Skill competence <i>Rate from 1 to 5</i>	Skill interest <i>Rate from 1 to 5</i>
Estimating – putting data together to predict the future		
Planning – identifying the key tasks to be accomplished		
Analysing information and evaluating alternatives		
Diagnosing, looking for problems, identifying causes		
Organising, classifying, arranging data		
Researching, gathering information and data from many sources – people and documents		
Making rapid mental calculations		
Computing – operations, programming, analysis, desktop publishing		
Examining and observing detail accurately		

Creativity Skills

Skill	Skill competence <i>Rate from 1 to 5</i>	Skill interest <i>Rate from 1 to 5</i>
Improvising, adapting to novel situations		
Writing creatively		
Creating events, learning situations		
Composing tunes, lyrics		
Thinking of new ideas and alternatives		
Expressing ideas through body, face, voice		
Reading for ideas		
Keeping your mind open to new ideas		
Having insight, using intuition		
Sizing up a person or situation quickly and accurately		
Working creatively with shapes and spaces		
Developing others' ideas		
Conveying feelings or thoughts through sketching, drawing or painting		
Using colours creatively		

My Key Skill are:

- 1.
- 2.
- 3.
- 4.
- 5.

My Key Skill Interests are:

- 1.
- 2.
- 3.
- 4.
- 5.