

PERSONAL INVENTORY

Assess your skill level for each item on the checklists below. Put one check by skills you think you have; put two checks next to skills you feel are your strongest.

1. TRANSFERABLE SKILLS RELATED TO *WORKING WITH PEOPLE*

- | | |
|--|---|
| _____ Oral communication | _____ Written communication |
| _____ Listening | _____ Teach/Instruct |
| _____ Collaborate | _____ Persuade/Influence |
| _____ Coordinate people and activities | _____ Public speaking |
| _____ Present ideas | _____ Participate in group discussions |
| _____ Appropriate body language | _____ Respond to non-verbal cues |
| _____ Model behaviour for others | _____ Explain difficult ideas and concepts |
| _____ Demonstrate empathy and patience | _____ Mediate conflict |
| _____ Convey a sense of humour | _____ Express feelings appropriately |
| _____ Create a positive environment | _____ Anticipate people's needs and reactions |

2. TRANSFERABLE SKILLS RELATED TO *WORKING WITH THINGS*

- | | |
|--|--|
| _____ Computer skills | _____ Precision work |
| _____ Creative use of materials/artistic | _____ Operate tools and equipment correctly |
| _____ Physical coordination | _____ Proper ergonomics (posture, repetitive strain) |
| _____ Follow safe work practices | _____ Maintain a cleanly work area |

3. TRANSFERABLE SKILLS RELATED TO *WORKING WITH DATA/IDEAS/INFORMATION*

- | | |
|--|---|
| _____ Store/Retrieve information | _____ Compute/Numerical skills |
| _____ Accurate/Attention to detail | _____ Proofread |
| _____ Planning | _____ Gather information |
| _____ Reading and following instructions | _____ Improve/Adapt |
| _____ Edit | _____ Develop ideas |
| _____ Follow copyright rules | _____ Analyze |
| _____ Design/Visual imaging | _____ Evaluate |
| _____ File management | _____ Identify and organize information |

4. PERSONAL OR SELF-MANAGEMENT SKILLS

_____ Accurate	_____ Adaptable	_____ Ambitious
_____ Analytical	_____ Artistic	_____ Calm
_____ Conscientious	_____ Considerate	_____ Consistent
_____ Courteous	_____ Creative	_____ Decisive
_____ Dependable	_____ Determined	_____ Efficient
_____ Energetic	_____ Enthusiastic	_____ Caring
_____ Patient	_____ Perceptive	_____ Perfectionist
_____ Personable	_____ Punctual	_____ Planner
_____ Flexible	_____ Communicative	_____ Competitive
_____ Friendly	_____ Sincere	_____ Sociable
_____ Honest	_____ Imaginative	_____ Independent
_____ Individualist	_____ Innovator	_____ Intellectual
_____ Observant	_____ Optimistic	_____ Knowledgeable
_____ Logical	_____ Self-motivated	_____ Positive
_____ Practical	_____ Productive	_____ Professional
_____ Realistic	_____ Reliable	_____ Resourceful
_____ Responsible	_____ Sense of humour	_____ Motivator

FUNCTIONAL SKILLS ANALYSIS (from sections 1, 2, 3)

My most **outstanding skills** related to:

Working with People

Working with Object/Things

Data/Ideas/Information

1. _____

1. _____

1. _____

2. _____

2. _____

2. _____

PERSONAL OR SELF-MANAGEMENT SKILLS ANALYSIS (from section 4)

My most **outstanding skills** are:

1. _____

2. _____

3. _____

CAREER PREPARATION

Completion of this module has helped to give me some of the skills used by people in the following careers:

1. _____

2. _____

3. _____