

Skill & Knowledge Inventory

Skill & Knowledge Inventory helps you identify broad-based competencies and specific demonstrated skills and knowledge for which you have background and expertise.

- *Double check* (✓✓) those which describe functions you continuously performed.
- *Single check* (✓) those which you applied on an occasional basis.

SKILLS AND KNOWLEDGE	Most Recent Position	2 nd Most Recent Position	3 rd Most Recent Position	4 th Most Recent Position
General Management & Administration:				
Communication				
Contract Negotiations				
Directing Others				
Follow-up/Control				
Licensing				
Organisational Planning				
Pricing				
Problem-Solving				
Project Management				
Providing Feedback				
Purchasing				
Regulatory Reporting				
Scheduling				
Strategic Analysis				
Strategic Planning				
Team Building				
Union Negotiations				

Sales / Marketing / Customer Service:

Advertising				
Buying				
Competitive/Market Analysis				
Customer Service				
Foreign Market Analysis				
Fund Raising				
Marketing				
New Business Development				
Pricing Strategy				
Promotional Writing				
Retailing				
Sales Development				
Selling/Influencing				
Strategic Planning				

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SKILLS AND KNOWLEDGE	Most Recent Position	2 nd Most Recent Position	3 rd Most Recent Position	4 th Most Recent Position
Research & Engineering:				
Design & Construction				
Diagnostics				
LEAN/SAP/Oracle etc				
Licensing/Patent Strategy				
New Product Development				
Process Development				
Process Engineering				
Research & Development				
Synthesising				
Technology Commercialisation				

Human Resources:

Administration				
Affirmative Action				
Career Counselling				
Career Development				
Change Management				
Community Relations				
Compensation and Benefits				
Employee Relations				
Executive Recruiting				
Industrial Relations				
Labour Relations				
Measurement				
Mediation				
Organisation Development				
Performance Evaluation				
Planning				
Policy & Procedures				
Safety and Health				
Staff Planning & Mgmt.				
Team Building				
Training & Development				

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SKILLS AND KNOWLEDGE	Most Recent Position	2 nd Most Recent Position	3 rd Most Recent Position	4 th Most Recent Position
Operations:				
Administration				
Budget Planning				
Construction				
Customer Service				
Distribution				
Expense Control				
Inventory & Production				
Management				
Materials Management				
Process Engineering				
Procurement				
Production				
Project Direction				
Quality Assurance				
Research & Development				
Supply Chain				
Systems Development				
Warehousing				

Information Systems:

Business Systems Planning				
Communication Carriers				
Data Centre Operation				
Database Technology				
Diagnostics				
Distributive Systems				
Hardware/Software Technology				
Information Management				
Micro-Computer Technology				
Office Automation				
Performance Monitoring				
System Design / Programming				
Systems Development				
Telecommunication Networks				
Timesharing				
Voice & Data				

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SKILLS AND KNOWLEDGE	Most Recent Position	2 nd Most Recent Position	3 rd Most Recent Position	4 th Most Recent Position
Finance & Accounting:				
Accounting				
Annual Report				
Audit				
Capital Budgeting				
Cash Management				
Credit				
Debt Negotiations				
Financial Analysis				
Financial Data Processing				
Foreign Exchange				
General And Cost				
General Tax Planning				
Internal Controls				
Inventory Control Analysis				
Management Reporting				
New Business Development				
Planning and Analysis				
Pricing/Forecast Modeling				
Risk Management				
Standard Controls				
Strategic Financial Planning				
Treasury				

What skills do you enjoy using?

What skills would you like to acquire?

What skills have not been fully utilised?

Personal Development Plan

After completing the Skills and Knowledge Inventory exercise, you are ready to assess areas you may wish to develop further. LHH provides web based courses through SkillSoft, however there are many other resources available, from business schools to your local continuing education services.

Fill out the table below listing available resources for further training and development. Set a target date for closing the skill gap.

Skill Gap	Why is Skill important	Rank 1-10 or M	Resources	Completion Date