COMMUNICATION:

I personally believe communication is one of the most important aspects of management. Without communication, it is very easy to confuse people in an organization or to miscommunicate certain details.

Strengths:

When I work in an organized team, I tend to communicate very well. I send out frequent emails, text messages or phone calls when there is a task to be done to make sure everyone knows what is happening and that everyone is on the same page. This becomes especially important when events or plans change. It is important that everyone knows what changes are going to be made or have been made. I realize that when I am in charge of a situation, I am very good at keeping a constant communication because everyone is counting on me for guidance. This also helped me realize that when other people need me, I am usually there to support them and that I am motivated by other people’s needs.

My oral presentation skills have improved dramatically over the years. I know in elementary school and preschool, I was terrified of public speaking, but now, even though I still may be slightly afraid of public speaking, I can present myself confidently and effectively. I was able to improve myself by forcing myself to go outside of my comfort zone and present in front of a large crowd of people. Now when a professor needs a volunteer or action needs to be taken, I am the first to take an active role in participating and giving public speeches.

According to the **Intuitive Ability** self assessment, I got a score of 6 out of 12 on the intuitive score. This means that I am very balanced with being creative and imaginative but also in being realistic and careful. This is true because although I like to be creative and imaginative, I like when there are a set of rules to guide me through a process. I tend to change or modify the process as I see it fit, but I like to follow a structure.

My utilization of technology in my communication skills is usually very good. Being an engineer, IT consultant and Webmaster, I know all the new and effective technologies to communicate with a group on individuals. Right now the most popular to share documents is Google Docs and Dropbox.com.

Weakness:

I know I need to improve on communicating on a personal level. I never know what to talk about or how to hold a conversation in some situations. I know that I have an introverted personality, so I usually do activities individually and don’t usually communicate with others unless there is a team or group activity. I also need to learn how to ask for help sometimes. I know I usually try to work at something until I can get it solved or working, which is a good entrepreneurial skill according to the **Entreprenuership Orientation** self assessment, but I feel that it is one of my weaknesses in communication.

I also have a weakness in giving feedback. Although my ability to receive feedback is great, my ability to give advice is lacking. I know that I’m not the greatest at giving feedback, and most people take offense or become defensive when you try to correct or improve upon something they do. I always try to start of with the good results, follow up with a point of improvement and then finish on another good note. I usually end up only giving good feedback and not negative feedback when it is needed as to avoid confrontation or resentment.

Another area I need to improve on is voicing my opinion. I know that I need to improve because in the **Are you a team player?** analysis, I said that I wouldn’t speak up in a group if my opinions were conflicting. I find this to be true when matters are small, or the majority of the members in a group vote a certain way. I tend to not voice my opinion when it is time for discussion because it wouldn’t matter anyway, but when it is time to vote, I always vote my opinion. I find it easier to voice my opinion when all of the members of the group do not know each other. For example, when I was new to the Institute of Electrical and Electronics Engineers, I found it easy to voice my opinion because everyone else was pretty new to the organization, so I didn’t feel threatened to speak up. However in my fraternity, I tend not to voice my opinion because the members are usually a lot more willing to criticize my opinion which is good from a decision making point of view, but it discourages me from speaking up.

TEAMWORK:

Strengths:

According to the **Are you a team player?** assessment, I work really well in teams. I have always been on a team since I was little whether it be little league baseball, high school football and wrestling, being in an on campus organization or working with a small class group. In these teams, I like to encourage others to speak their opinions and praise their ideas because I know too many people that like to discourage others from voicing their opinions. By doing this, members of the group look to me as the leader. When I went to the National Youth Leadership Forum on Technology, we had to innovate a new technology for Internet safety. About 12 of us were put into a group, and right away I started asking what skills people had and what ideas we could come up with. When it was time to elect positions, they choose me to be the president of the team. I enjoy working in teams and enjoy getting everyone to communicate and collaborate because I know how it feels to be the one who is forgotten or never heard.

can you work effectively as both a team leader and a team member?

• Contribution to team success

• Ability to work well with others

• Attitudes toward team work

• Conflict management

SELF-MANAGEMENT:

can you manage your own behavior? •

Understanding of ethical issues •

Tolerance for ambiguity •

Responsibility toward commitments

• Work ethic

LEADERSHIP:

can you develop goals and influence others to achieve them?

• Project management

• Global issue awareness

• Diversity awareness and leverage

• Strategic thinking skills

CONCEPTUAL SKILLS:

how well do you think? •

Problem solving and critical/analytical thinking •

Decision making skills •

Creativity

PROFESSIONALISM:

do you present a positive, managerial impression? •

Personal presence •

Initiative •

Career self-management

• “value added” (what is unique about you?) **Use headings for each topic area and discuss each area separately. Underline and**

**put in BOLD the names of the self-assessments you incorporate.**

For example: COMMUNICA TION

Strengths: Weaknesses:

TEAMWORK Strengths: .......In the self assessment **Are You a Team Player,** I

discovered that I.......... Weaknesses:

**Include a final paragraph** addressing the issue of what you can do to take the best advantage of the opportunities remaining in your undergraduate experience to

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FORMAT:

improve on your managerial readiness. This is a good place to address how you plan to overcome some of your weaknesses.