Aleksey Kramer

PROJECT 400 A1

People Skill Inventory

**ASSIGNMENT:**

The checklist of "people skills" needed by project managers indicates just how important these skills are for many stages of the project life cycle. Use this checklist to identify the skills that you think you have. Use another copy to identify skills that you would like to improve.  Summarize three skills you think are most critical for you to work on, and why.

**ANSWER:**

The rating below is based solely on my perception of what skills are important for many stages of the project life cycle.

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| --- | --- | --- |
| **Aleksey Kramer (Have)** | | |
|  | **Skill** | **Self Rating** |
| 1 | Communications | 5 |
| 2 | Writing | 4 |
| 5 | Facilitation | 5 |
| 6 | Giving and receiving feedback | 5 |
| 12 | Conducting meetings | 5 |
| 13 | Change management | 5 |

|  |  |  |
| --- | --- | --- |
| **Aleksey Kramer (To Improve)** | | |
|  | **Skill** | **Self Rating** |
| 3 | Oral communication | 4 |
| 4 | Presentations | 4 |
| 7 | Organizational interface management | 3 |
| 8 | Leadership | 4 |
| 9 | Team development | 2 |
| 10 | Goal setting | 3 |
| 11 | Decision processes | 3 |
| 14 | Performance reviews | 1 |
| 15 | Interfacing among parts of the organization | 2 |
| 16 | Project evaluation | 1 |

The skills with the lowest scores, namely *Performance Reviews*, *Interfacing among parts of the organization*, and *Project Evaluation* are the three skills that I need to improve. I have never been in the position to evaluate somebody’s work, nor heavily interface with different parts of the organization. Additionally, I have participated in project evaluation only as a project member, not as a project manager, so I have very little to no experience in project evaluation from the project management standpoint. As a project manager, I need to have, I think, the mastery level of 3 or above in all the skill areas to be a good project manager.

Developing the skills with the lowest scores (there are more than three in the list) should bring my skills up in the areas where I think I am lacking the knowledge or the confidence to perform the task. Despite knowing the theory, the practical application of the theory involves real people, real feeling, and real emotions. I am not very good at empathizing or sympathizing with people – that is another set of skills I need to work on, but this set belongs to outside of the boundaries for this assignment.