SKILLS INVENTORY

Communication Skills	♦ reading ♦ writing ♦ resolving conflicts	♦ talking ♦ listening	♦ questioning ♦ explaining	♦ persuading ♦ teaching
Leadership Skills	♦ initiating ♦ planning	♦ organizing ♦ coaching	♦ making decision	♦ directing, supervising
Teamwork Skills	♦ serving ♦ assisting ♦ facilitating	♦ helping ♦ cooperating	♦ supporting ♦ collaborating	♦ following, advising, counselling
Critical Thinking Skills	♦ assessing ♦ analyzing	♦ synthesizing	♦ problem solving	♦ investigating, researching
Numeracy Skills	♦ counting ♦ sorting ♦ filing	♦ calculating ♦ measuring	♦ estimating ♦ budgeting	♦ scheduling ♦ classifying
Problem-Solving Skills	♦ assessing ♦ visioning	♦ adapting ♦ collaborating	♦ tracking trends	♦ researching
Organizational Skills	♦ planning ♦ coordinating	♦ scheduling ♦ administering	♦ managing information	♦ managing multiple responsibilities
Technical Skills	♦repairing ♦ building	♦ using computers	♦ operating equipment	♦ maintaining equipment
Self-Management Skills	♦ assessing ♦ adapting ♦ risk taking ♦ managing money	♦ managing time ♦ learning ♦ collaborating	♦ being self-directed ♦ building relationships	♦ managing stress ♦ personal marketing
Creative Skills	♦ creating, inventing ♦ designing, displaying	♦ performing, entertaining ♦improvising, experimenting, adapting	♦ writing, playwriting, composing	♦ drawing, painting, sculpting