

Career Exploration

SKILL: THE ABILITY TO USE ONES KNOWLEDGE TO EXECUTE OR TO PERFORM

Instructions:

Work through the list of skills below and rank your ability in each skill using the 1 to 4 scale below.

1 - Strong ability in the area **2**- Some ability in the area
3- Limited ability the area **4**- No current ability in the area

COMMUNICATION SKILLS

- ___ **Writing:** Express myself in written forms of communication.
- ___ **Talking:** Relate easily to people in ordinary conversational settings.
- ___ **Speaking:** Deliver a talk or address an audience.
- ___ **Persuading:** Able to convince others to believe something I hold to be true.
- ___ **Selling:** Convince others to buy a product/service I am selling.
- ___ **Negotiations:** Bargain/discuss with goal of reaching agreement.

SOCIAL SKILLS

- ___ **Social ease:** Relate easily in situations which are primarily social in nature.
- ___ **Dealing with public:** Relate effectively with a variety of people who come to an establishment for information, service or help.
- ___ **Appearance/Dress:** Dress presentably and appropriately for a variety of interpersonal situations or group occasions.
- ___ **Accepting negative feedback:** Able to cope with criticism.

"Skill is the unified force of experience, intellect and passion in their operation."

—John Ruskin

Adapted from Skills Inventory acquired from: <https://students.tufts.edu/career-center/i-need/explore-skills-interests>

Career Exploration Cont.

NUMERICAL SKILLS

- ___ **Working with numerical data:** Comfortable with large amounts of quantitative data and compiling, interpreting, and presenting data.
- ___ **Solving quantitative problems:** Reason quantitatively so that problems having numerical solutions can be solved without the aid of a computer or other mechanical devices.
- ___ **Computer use:** Use computers to solve quantitative problems, have knowledge of programming, computer capabilities, etc.

INVESTIGATIVE SKILLS

- ___ **Scientific curiosity:** Learn about scientific phenomena and investigate events which may lead to such knowledge.
- ___ **Research:** Gather information in a systematic way for a particular field of knowledge to establish certain facts or principles.
- ___ **Technical work:** Work easily with practical, mechanical or industrial aspects of a particular science, profession or craft.

PHYSICAL SKILLS

- ___ **Mechanical reasoning:** Understand the way that machinery or tools operate and the relationship between mechanical operations.
- ___ **Manual dexterity:** Skilled in using your hands.
- ___ **Spatial perception:** Judge the relationship of objects in space; manipulate them mentally and visualize the effects of putting them together or of turning them over or around.
- ___ **Physical stamina:** Physically resistant to fatigue and illness.
- ___ **Outdoor work:** Familiar with the outdoors; able to work outdoors without encountering a great many obstacles.

"All skills are learnable."

—Brian Tracy

Career Exploration Cont.

CREATIVE SKILLS

- ___ **Artistic:** Keenly sensitive to aesthetic values; able to create works of art.
- ___ **Imaginative with things:** Create new ideas and forms with various physical objects.
- ___ **Imaginative with ideas:** Create new ideas and programs through conceptualizing existing elements in new ways; able to merge abstract ideas.

ABILITY TO WORK WITH OTHERS

- ___ **Supervising:** Oversee, manage or direct work of others.
- ___ **Teaching:** Help others learn how to do or understand something; able to provide knowledge or insight.
- ___ **Coaching:** Instructing or training an individual to improve performance in a specific area.
- ___ **Counseling:** Engage in a direct helping relationship with another in situations where the person's concern is not solvable through information-giving or advice.

MANAGERIAL SKILLS

- ___ **Organization and planning:** Develop a program, project or set of ideas through systematic preparation and arrangement of tasks, coordinating the people and resources necessary to put a plan into effect.
- ___ **Orderliness:** Arrange items in a systematic fashion so that such items or information can be readily used or retrieved.
- ___ **Handling Details:** Able to work efficiently with a great variety and/or volume of information.
- ___ **Making Decisions:** Comfortable in making judgments or reaching conclusions about matters which require specific action; able to accept responsibility for the consequences of such actions.

"Skill and confidence are an unconquered army."

—George Herbert

Career Exploration Cont.

Now look through the list of skills and compile your own list of your top 10 - 15 skills

- | | |
|----|-----|
| 1. | 9. |
| 2. | 10. |
| 3. | 11. |
| 4. | 12. |
| 5. | 13. |
| 6. | 14. |
| 7. | 15. |
| 8. | |

Do you notice any themes in your top skills? What type of work stands out to you?

“The future belongs to those who learn more skills and combine them in creative ways.”

– Robert Greene