

Name: _____ Date: _____

(Please check all the options that apply to you)

Communication

- Explain your ideas and feelings (Express)
- Listen and ask questions
- Share information using different technologies (e.g., voice, e-mail, computers)
- Read and understand information (e.g., words, graphs, charts, diagrams)
- Talk easily with others
- Greet people
- Take messages
- Seek information from others
- Counsel people
- Create and talk about new ideas
- Write clear reports
- Speak in public Design presentations

Dealing with Numbers and Information

- Analyze data or facts
- Investigate
- Measuring and calculating
- Audit records
- Keep financial records
- Make estimates and verify calculations
- Controlling budgets (organizing large amounts of money)
- Find information using technology (research computers databases)
- Calculate (figure out the total amount of something)
- Manage money

Skills List

- Negotiating (give and take, to make an agreement)
- Observe and record data
- Compare, inspect, or record
- Count, observe, compile
- Research Pay attention to details Evaluate Take inventory (counting the stock or merchandise of a store or company) Increasing sales

Problem Solving

- Identify problems
- Look at different points of view
- Recognize different parts of a problem
- Identify the root cause of a problem
- Be creative in exploring possible solutions
- Consider different solutions
- Put the solution into action
- Check to see if a solution works
- Change the solution if needed

Leadership

- Supervising others
- Arrange social functions
- Motivate others (making others feel interested in something)
- Negotiate agreements (come to an agreement about something)
- Decisive (able to make decisions)
- Plan
- Delegate (giving someone else a job to complete)
- Run meetings

Skills List

- Direct others (telling other people what they need to do)
- Self-controlled
- Explain things to others
- Speaking in public
- Self-motivated
- Get results
- Solve problems
- Mediate others (helping two sides come to an agreement)
- Take risks
- Instructing others (showing others what to do)
- Competitive when necessary

Demonstrate Positive Attitudes & Behaviors

- Confident (feel good about yourself)
- Deal with people, problems and situations with honesty and respect
- Recognize my own and other people's good efforts
- Take care of my personal health
- Show interest, initiative and effort
- Accepting responsibility (admitting where you could have improved)

Responsibility

- Set goals and priorities balancing work and personal life
- Plan and manage time, money and other resources to achieve goals
- Accountable for my actions and the actions of your group
- Socially responsible and contribute to your community
- Meeting deadlines (Getting things done on time)
- Aware of personal and group health and safety practice

Learn Continuously

- Be willing to continuously learn and grow
- Find your personal strengths and areas for development
- Set your own learning goals
- Identify and access learning sources and opportunities
- Plan for and achieve your learning goals

Work with Others

- Understand and work within the dynamics of a group
- Flexible (Open to change)
- Respect people's differences
- Accept and provide feedback in a considerate manner
- Contribute to a team by sharing information and expertise
- Lead or support when appropriate
- Understand the role of conflict in a group to reach solutions
- Manage and resolve conflict when appropriate
- Administer
- Patient with others
- Encourage others
- Care for others
- Persuade others
- Confront others
- Interview others
- Teach others
- Kind
- Pleasant
- Counsel people
- Sensitive
- Sociable

Skills List

- Listen
- Trust
- Supervise
- Tactful (concerned or thoughtful of others)
- Understanding
- Outgoing personality
- Help others

Participate in Projects & Tasks

- Design or carry out a project or task from start to finish
- Seek feedback (Asking others to tell you how you are doing)
- Select and use appropriate tools and technology for a task or project
- Adaptable (ability to handle changes and new conditions)
- Monitor the success of a project or task and identify ways to improve
- Arrange social functions (Organizing a group event)
- Decisive (Make decisions)
- Plan (Thinking of plans or writing them down)
- Delegate (Give a task to others)
- Run meetings
- Direct others
- Self-controlled (control your behavior)
- Explain things to others
- Self-motivated (able do things on your own)
- Get results
- Solve problems
- Mediate others (resolve conflict between others)
- Take risks (not being afraid to take something on)

Hands on Skills

- Use my hands
- Assemble or make things
- Build or repair things
- Construct or repair buildings
- Use complex machinery
- Operate tools and machinery
- Drive or operate vehicles
- Repair things
- Good with my hands

Creative, Artistic

- Artistic (able to express yourself through art)
- Music appreciation (love for music)
- Dance, body movement
- Perform, act
- Drawing, art
- Play instruments
- Expressive (able to express feelings easily)
- Present artistic ideas
- Write short stories
- Write poetry
- Design web pages
- Achieve high scores in video games

Skills List

Time Commitment – Required Hours? Number of Hours _____ Deadline: _____

Date	Event/Activity

Opportunities of Interest/referrals:

Role Title	Organization