Functional Skills Assessment

Directions: Place a check mark √ next to all the skills that you possess, and an asterisk * next to all the skills you wish to develop. THEN identify your TOP THREE skills.

INTERPERSONAL/COMMUNICATION SKILLS
Building and maintaining relationships
Instructing or teaching people
Giving constructive feedback
Nurturing people in crisis
Being sensitive to others' needs; empathizing
Listening carefully and objectively
Mediating or resolving conflicts
Leading others
Keeping commitments you make to others
Enabling others to be successful
Presenting and public speaking
Inspiring and motivating people to take action
Selling ideas or products / being persuasive
Connecting people to each other

INFORMATION/ORGANIZATION SKILLS
Being resourceful
Identifying reputable sources of information
Good with numbers
Good with details
Organizing data in a spreadsheet
Memorizing statistics or information
Understanding accounting and finance
Compiling information accurately
Designing organizational systems
Handling logistics
Interpreting complicated information
Budgeting money
Estimating time necessary to do a project

INVESTIGATIVE/ANALYTICAL SKILLS
Resourcefulness
Using a variety of sources to gather information
Forming questions that clarify a problem or issue
Thinking methodically
Identifying critical issues quickly and accurately
Using data to gain insight and making decisions
Defining a problem and its parameters
Adapting to new circumstances quickly
Analyzing a problem from various viewpoints

PHYSICAL/MECHANICAL SKILLS
Working with your hands
Building or operating machinery
Tinkering with engines
Understanding quickly how machines work
Repairing things that are broken
Athleticism and fitness

CREATIVE/CONCEPTUAL SKILLS
Using imagination
Formulating theories or hypotheses
Being inventive
Thinking creatively and generating new ideas
Diagnosing problems
Experimenting with new ideas
Creating art or music
Projecting ideas into the future
Seeing the big picture
Visualizing

My Top Three Skills

1. ___________________________ 2. ___________________________ 3. ___________________________