

SKILLS INVENTORY TIP SHEET

Read the following list of skills and do the following:

- put a checkmark next to the skills/activities at which you excel or with which you feel most comfortable;
- put a dot next to the skills/activities that you would like to try;
- put an X next to the skills/activities that you would least like to try.

RESEARCH

- ___ Reading quietly
- ___ Taking notes from readings
- ___ Searching for information/treasure-hunting
- ___ Analysing, figuring out how things work
- ___ Analysing, seeing relationships between things or ideas
- ___ Analysing, identifying key ideas or debates
- ___ Asking questions
- ___ Fact-checking, detail work
- ___ Working with computers
- ___ Reporting, summarizing
- ___ Working independently
- ___ Working for extended periods on a single, focused task
- ___ Discussing ideas with a friend
- ___ Coming up with good examples, cases, illustrations
- ___ Sharing ideas, teaching others what you have learned
- ___ Keeping records, lists, bibliographies

GROUP/PROJECT MANAGEMENT

- ___ Setting goals
- ___ Creating systems or procedures for meeting goals
- ___ Managing time, keeping schedules
- ___ Making and keeping checklists
- ___ Organizing materials and obtaining resources
- ___ Moderating, leading discussion
- ___ Asking questions
- ___ Soliciting ideas
- ___ Identifying and mobilizing the talents and skills of the group members
- ___ Moving often to new tasks
- ___ Seeing the "Big Picture"
- ___ Prioritizing information and tasks
- ___ Participating in meetings
- ___ Writing instructions
- ___ Encouraging others, offering help, morale-building
- ___ Trouble-shooting, problem-solving
- ___ Thinking "outside the box"
- ___ Listening, resolving disputes or disagreements, finding compromises

GROUP WORK

- ___ Listening, observing
- ___ Discussing ideas with others
- ___ Debating
- ___ Playing "devil's advocate"
- ___ Asking questions
- ___ Moderating discussion
- ___ Recording, taking notes of conversation, summarizing
- ___ Seeing problems or issues from multiple perspectives
- ___ Weighing opinions, arguments, points of view
- ___ Working with other people, collaboratively or as a team
- ___ Performing
- ___ Helping others learn or study
- ___ Asking for advice or clarification
- ___ Thinking "outside the box"
- ___ Offering and testing ideas, brainstorming
- ___ Following instructions
- ___ Listening, resolving disputes or disagreements, finding compromises

PRESENTATION

- ___ Performing
- ___ Reporting findings in writing
- ___ Reporting findings orally
- ___ Reporting findings visually or creatively
- ___ Working with your hands, building
- ___ Working with materials, crafting
- ___ Digital/computer design
- ___ Visual design
- ___ Organizing ideas and information in order to "tell the story"
- ___ Sharing ideas, teaching
- ___ Asking questions
- ___ Responding to questions
- ___ Thinking "outside the box"
- ___ Problem-solving, trouble-shooting
- ___ Detail work, proof-reading

In each group activity or project, you should strive to do at least one thing that you feel comfortable with, one thing that you've never tried, and one thing that you find challenging or intimidating.