

# Work Skill Inventory Worksheet

Review the list of skills and check or highlight the skills you possess. Refer to your accomplishments to gather this information on your skills. If you like, ask a close friend for input as well. Once you have identified the skills, review, and note any clusters of skills. For each skills, be sure you have a real example of how you used it successfully. Finally, review the lists of skills and identify those you *like* to use. These skills are considered your strengths, and they are important to use in defining who you are and what makes you special.

## Verbal/Written Skills

- Communication/spoken
- Communication/business written
- Communication/creative written
- Persuading
- Defining
- Editing/restatement
- Interviewing
- Summarizing
- Public speaking
- Counseling
- Presenting
- Listening
- Storytelling
- Cross-cultural communication
- Explaining complex ideas

## Durable Skills

- Reliability/punctuality
- Meeting deadlines
- Following policies
- Professional appearance
- Integrity
- Accountability
- Stress management
- Emotional intelligence
- Adaptability
- Respecting confidentiality

## Artistic Skills

- Noticing beauty/aesthetics
- Designing visually
- Designing materials
- Symbolic thinking
- Creating/shaping things
- Imaging
- Performing
- Interrelating materials/themes
- Improvising
- Photography

## Learning

- Observation
- Identifying trends
- Synthesizing
- Analyzing/assessing
- Summarizing
- Retains facts and details
- Learns by doing
- Learns by reading
- Learns by listening
- Learns by process in the moment
- Extrapolates to the situations

## Teaching Coaching

- Listening
- Identifying learning areas
- Provide instruction/input
- Interpreting ideas
- Create learning opportunities
- Facilitate group process
- Encourage/guide
- Design learning modules
- Summarize/provide overview
- Instruct/provide detail
- Advise/coach 1:1

## Interpersonal Skills

- Listening
- Problem solving
- Sympathetic
- Helping
- Accepting
- Forms good rapport
- Mediating
- De-escalation
- Resolves problems/complaints
- Providing service
- Conflict resolution
- Receiving/providing feedback
- Etiquette

## Computer and Web Skills

- Specialized software applications
- Computer programming
- Computer hardware
- Microsoft Office
- Adobe Suite
- Google Workspace
- Social Media
- Online meetings and training
- Troubleshooting tech issues
- Web Design
- AI Prompting
- Cybersecurity
- Project Management
- Database Management

## Innovative Skills

- Noticing trends
- Developing new approaches
- Demonstrating foresight
- Experimenting
- Adapting ideas
- Tolerating lack of structure
- Creating
- Imagining

## Physical Skills

- Coordination
- Outdoor skills
- Athleticism
- Strength
- Stamina/endorance
- Agility/quickness

### Administrative Skills

- Setting goals/priorities
- Execution of projects
- Delegate
- Planning
- Follow-through
- Build alliances/teams
- Anticipate problems
- Managing up and down
- Scheduling
- Responding
- Evaluating
- Operates under stress
- Assuring quality
- Recommending
- Forecasting
- Inventory control
- Office equipment

### Influencing/Motivational Skills

- Relates well to others
- Builds teams and alliances
- Negotiates agreements
- Settles disagreements
- Persuades and guides
- Sells ideas/promotes

### Math/Financial Skills

- Math computation
- Using statistics
- Identifying trends
- Problem solving
- Accounting
- Forecasting
- Estimating
- Financial planning
- Budgeting
- Cash handling
- Appraising value
- Data analysis
- Record keeping

### Leadership

- Manages self
- Set priorities
- Identifies direction
- Works without supervision
- Accepts responsibility
- Delegates
- Monitors progress
- Manages meetings/conferences
- Identifies problems/solutions
- Adapts to new situations
- Builds teams
- Works well independently
- Motivates
- Guides and teaches
- Demonstrating integrity/values
- Decision making
- Strategic thinking

### Doing Hands On

- Constructing
- Handling
- Cooking
- Installing
- Operating tools/machines
- Producing
- Repairing/restoring
- Gardening
- Designing
- Driving
- Mechanical
- Maintenance
- Troubleshooting
- Measuring
- Safety

### Basic Certifications

- CPR/AED
- First Aid
- OSHA
- Infection Control
- Narcan Admin
- HIPPA Basics
- ServSafe Manager
- ServSafe Food Handler
- Allergen Awareness
- TIPS Certification
- Google Digital Skills
- Microsoft Office Specialist
- IC3 Digital Literacy
- CompTIA IT Fundamentals
- Adobe Certified Professional
- QuickBooks Certification
- Basic Cybersecurity Awareness
- Salesforce Associate Certification
- Forklift Operator
- NCCER Core Certification
- Flagging Certification
- CDL
- DOT Safety Training
- Lean Six Sigma White Belt
- Manufacturing Safety Certification
- Home Health Aide
- Medical Terminology Certificate
- Patient Care Technician
- EKG Technician
- Child Development Associate
- Mandated Reporter Training
- Youth/Adult Mental Health First Aid
- Substitute Teaching Permit
- Notary Public
- Customer Service Certification
- ACT WorkKeys

