

what are my skills?

Skills I need for my work: *List the skills you need to effectively do your work successfully.*

My Overall Skills: *Check all that best describe you.*

- Analyst (detailed, likes to analyze, loves data, stays on track)
- People person (love to make connections with people, to bring people together, to connect)
- Planner (love the big picture, to put together the pieces of the puzzle, the dreamer, visionary, loves to process)
- Doer (live to get things done, impatient with talk and process, let's get to work!)
- Communicator (you have the way with words...)
- Creative
- Financier (love to figure out the \$\$ numbers, to figure out how to make the best of what you have)
- Other _____



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My Specific Skills: *Check all that apply.*

- | | |
|--|--|
| <input type="checkbox"/> Assessing needs | <input type="checkbox"/> Being clear and concise |
| <input type="checkbox"/> Evaluating programs | <input type="checkbox"/> Writing |
| <input type="checkbox"/> Managing data (compiling, analyzing) | <input type="checkbox"/> Grant writing |
| <input type="checkbox"/> Strategic planning | <input type="checkbox"/> Facilitating meetings |
| <input type="checkbox"/> Planning programs | <input type="checkbox"/> Planning events |
| <input type="checkbox"/> Managing programs | <input type="checkbox"/> Promoting events |
| <input type="checkbox"/> Managing finances | <input type="checkbox"/> Supervising employees |
| <input type="checkbox"/> Analyzing and applying research (or evidence-based practices) to real life applications | <input type="checkbox"/> Developing a climate of enthusiasm, teamwork, and cooperation |
| <input type="checkbox"/> Brainstorming | <input type="checkbox"/> Managing up |
| <input type="checkbox"/> Problem solving | <input type="checkbox"/> Collaborating |
| <input type="checkbox"/> Organizing | <input type="checkbox"/> Networking |
| <input type="checkbox"/> Finding and organizing information | <input type="checkbox"/> Managing partnerships |
| <input type="checkbox"/> Handling detail work | <input type="checkbox"/> Partnering and/or working with youth |
| <input type="checkbox"/> Multitasking | <input type="checkbox"/> Teaching/Instructing/Training |
| <input type="checkbox"/> Public speaking | <input type="checkbox"/> Providing technical assistance |
| <input type="checkbox"/> Persuading others | <input type="checkbox"/> Using technology |
| | <input type="checkbox"/> Other skills: |

Strengthen Your Skills: *Circle the skills above that you'd like to learn or strengthen. In the space below, list things you can do to gain these skills.*

