

Make a copy of the inventory on the next page. In the first column, use a red marker to identify the skills *you possess*. In the second column, use a green marker to identify the skills *you like to use*. Keep this inventory in a safe place. You'll refer to it again, later in the course.

COM 1005 Skills Inventory		Name:	Date:
<b>Doing/Hands-On</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <input type="checkbox"/> Constructing</li> <li><input type="checkbox"/> <input type="checkbox"/> Handling</li> <li><input type="checkbox"/> <input type="checkbox"/> Cooking</li> <li><input type="checkbox"/> <input type="checkbox"/> Installing</li> <li><input type="checkbox"/> <input type="checkbox"/> Operating tools/machines</li> <li><input type="checkbox"/> <input type="checkbox"/> Producing</li> <li><input type="checkbox"/> <input type="checkbox"/> Repairing/restoring</li> <li><input type="checkbox"/> <input type="checkbox"/> Gardening</li> <li><input type="checkbox"/> <input type="checkbox"/> Designing</li> </ul>	<b>Leadership Skills</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <input type="checkbox"/> Manages self</li> <li><input type="checkbox"/> <input type="checkbox"/> Sets priorities</li> <li><input type="checkbox"/> <input type="checkbox"/> Identifies direction</li> <li><input type="checkbox"/> <input type="checkbox"/> Works without supervision</li> <li><input type="checkbox"/> <input type="checkbox"/> Accepts responsibility</li> <li><input type="checkbox"/> <input type="checkbox"/> Monitors progress</li> <li><input type="checkbox"/> <input type="checkbox"/> Identifies problems and solutions</li> <li><input type="checkbox"/> <input type="checkbox"/> Adapts to new situations</li> <li><input type="checkbox"/> <input type="checkbox"/> Works well independently</li> <li><input type="checkbox"/> <input type="checkbox"/> Demonstrates integrity and values</li> </ul>	<b>Administrative Skills</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <input type="checkbox"/> Setting goals/priorities</li> <li><input type="checkbox"/> <input type="checkbox"/> Execution of projects</li> <li><input type="checkbox"/> <input type="checkbox"/> Delegate</li> <li><input type="checkbox"/> <input type="checkbox"/> Planning</li> <li><input type="checkbox"/> <input type="checkbox"/> Follow-through</li> <li><input type="checkbox"/> <input type="checkbox"/> Anticipate problems</li> <li><input type="checkbox"/> <input type="checkbox"/> Scheduling</li> <li><input type="checkbox"/> <input type="checkbox"/> Responding</li> <li><input type="checkbox"/> <input type="checkbox"/> Evaluating</li> <li><input type="checkbox"/> <input type="checkbox"/> Computer literate</li> </ul>	
<b>Verbal/Written Skills</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <input type="checkbox"/> Clear communicator/spoken</li> <li><input type="checkbox"/> <input type="checkbox"/> Clear communicator/creative written</li> <li><input type="checkbox"/> <input type="checkbox"/> Persuading</li> <li><input type="checkbox"/> <input type="checkbox"/> Defining</li> <li><input type="checkbox"/> <input type="checkbox"/> Editing/restatement</li> <li><input type="checkbox"/> <input type="checkbox"/> Summarizing</li> </ul>	<b>Interpersonal Skills</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <input type="checkbox"/> Listening</li> <li><input type="checkbox"/> <input type="checkbox"/> Problem solving</li> <li><input type="checkbox"/> <input type="checkbox"/> Sympathetic</li> <li><input type="checkbox"/> <input type="checkbox"/> Helping</li> <li><input type="checkbox"/> <input type="checkbox"/> Accepting</li> <li><input type="checkbox"/> <input type="checkbox"/> Forms good rapport</li> </ul>	<b>Math/Financial Skills</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <input type="checkbox"/> Math computation</li> <li><input type="checkbox"/> <input type="checkbox"/> Using statistics</li> <li><input type="checkbox"/> <input type="checkbox"/> Identifying trends</li> <li><input type="checkbox"/> <input type="checkbox"/> Problem solving</li> <li><input type="checkbox"/> <input type="checkbox"/> Budgeting</li> </ul>	
<b>Influencing/ Motivational Skills</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <input type="checkbox"/> Relates well to others</li> <li><input type="checkbox"/> <input type="checkbox"/> Builds teams and alliances</li> <li><input type="checkbox"/> <input type="checkbox"/> Negotiates agreements</li> <li><input type="checkbox"/> <input type="checkbox"/> Settles disagreements</li> <li><input type="checkbox"/> <input type="checkbox"/> Persuades and guides</li> <li><input type="checkbox"/> <input type="checkbox"/> Sells ideas/promotes</li> </ul>	<b>Physical Skills</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <input type="checkbox"/> Coordination</li> <li><input type="checkbox"/> <input type="checkbox"/> Outdoor skills</li> <li><input type="checkbox"/> <input type="checkbox"/> Athleticism</li> <li><input type="checkbox"/> <input type="checkbox"/> Strength</li> <li><input type="checkbox"/> <input type="checkbox"/> Stamina/endurance</li> <li><input type="checkbox"/> <input type="checkbox"/> Agility/quickness</li> </ul>	<b>Artistic Skills</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <input type="checkbox"/> Noticing beauty/aesthetics</li> <li><input type="checkbox"/> <input type="checkbox"/> Designing visually</li> <li><input type="checkbox"/> <input type="checkbox"/> Designing materials</li> <li><input type="checkbox"/> <input type="checkbox"/> Symbolic thinking</li> <li><input type="checkbox"/> <input type="checkbox"/> Creating/shaping things</li> <li><input type="checkbox"/> <input type="checkbox"/> Imagining</li> </ul>	
<b>Teaching/Coaching</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <input type="checkbox"/> Listening</li> <li><input type="checkbox"/> <input type="checkbox"/> Identifying learning areas</li> <li><input type="checkbox"/> <input type="checkbox"/> Provide instruction/input</li> <li><input type="checkbox"/> <input type="checkbox"/> Create learning opportunities</li> <li><input type="checkbox"/> <input type="checkbox"/> Facilitate group process</li> <li><input type="checkbox"/> <input type="checkbox"/> Encourage/guide</li> <li><input type="checkbox"/> <input type="checkbox"/> Design learning modules</li> <li><input type="checkbox"/> <input type="checkbox"/> Summarize/provide overview</li> <li><input type="checkbox"/> <input type="checkbox"/> Instruct/provide detail</li> <li><input type="checkbox"/> <input type="checkbox"/> Advise/coach one on one</li> </ul>	<b>Learning</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <input type="checkbox"/> Observation</li> <li><input type="checkbox"/> <input type="checkbox"/> Identifying trends</li> <li><input type="checkbox"/> <input type="checkbox"/> Synthesizing</li> <li><input type="checkbox"/> <input type="checkbox"/> Analyzing/assessing</li> <li><input type="checkbox"/> <input type="checkbox"/> Summarizing</li> <li><input type="checkbox"/> <input type="checkbox"/> Retains facts and details</li> <li><input type="checkbox"/> <input type="checkbox"/> Learns by doing</li> <li><input type="checkbox"/> <input type="checkbox"/> Learns by reading</li> <li><input type="checkbox"/> <input type="checkbox"/> Learns by listening</li> <li><input type="checkbox"/> <input type="checkbox"/> Learns by process in the moment</li> </ul>	<b>Others</b>	