

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.

CTS Skills Inventory		Name:	Date:
Doing/Hands-On ☐ ☐ Constructing ☐ ☐ Handling ☐ ☐ Cooking ☐ ☐ Installing ☐ ☐ Operating tools/machines ☐ ☐ Producing ☐ ☐ Repairing/restoring ☐ ☐ Gardening ☐ ☐ Designing	Leadership Skills ☐ ☐ Manages self ☐ ☐ Sets priorities ☐ ☐ Identifies direction ☐ ☐ Works without supervision ☐ ☐ Accepts responsibility ☐ ☐ Monitors progress ☐ ☐ Identifies problems and solutions ☐ ☐ Adapts to new situations ☐ ☐ Works well independently ☐ ☐ Demonstrates integrity and values	Administrative Skills ☐ ☐ Setting goals/priorities ☐ ☐ Execution of projects ☐ ☐ Delegate ☐ ☐ Planning ☐ ☐ Follow-through ☐ ☐ Anticipate problems ☐ ☐ Scheduling ☐ ☐ Responding ☐ ☐ Evaluating ☐ ☐ Computer literate	
Verbal/Written Skills ☐ ☐ Clear communicator/spoken ☐ ☐ Clear communicator/creative written ☐ ☐ Persuading ☐ ☐ Defining ☐ ☐ Editing/restatement ☐ ☐ Summarizing	Interpersonal Skills ☐ ☐ Listening ☐ ☐ Problem solving ☐ ☐ Sympathetic ☐ ☐ Helping ☐ ☐ Accepting ☐ ☐ Forms good rapport	Math/Financial Skills ☐ ☐ Math computation ☐ ☐ Using statistics ☐ ☐ Identifying trends ☐ ☐ Problem solving ☐ ☐ Budgeting	
Influencing/ Motivational Skills ☐ ☐ Relates well to others ☐ ☐ Builds teams and alliances ☐ ☐ Negotiates agreements ☐ ☐ Settles disagreements ☐ ☐ Persuades and guides ☐ ☐ Sells ideas/promotes	Physical Skills ☐ ☐ Coordination ☐ ☐ Outdoor skills ☐ ☐ Athleticism ☐ ☐ Strength ☐ ☐ Stamina/endurance ☐ ☐ Agility/quickness	Artistic Skills ☐ ☐ Noticing beauty/aesthetics ☐ ☐ Designing visually ☐ ☐ Designing materials ☐ ☐ Symbolic thinking ☐ ☐ Creating/shaping things ☐ ☐ Imagining	
Teaching/Coaching ☐ ☐ Listening ☐ ☐ Identifying learning areas ☐ ☐ Provide instruction/input ☐ ☐ Create learning opportunities ☐ ☐ Facilitate group process ☐ ☐ Encourage/guide ☐ ☐ Design learning modules ☐ ☐ Summarize/provide overview ☐ ☐ Instruct/provide detail ☐ ☐ Advise/coach one on one	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	Others	