Skills and attributes inventory

An important part of self-awareness is to understand about your level of competence in relevant areas of work and to assess how closely these relate to your values and job preferences. For example: if you feel that the opportunity to use a range of techniques and work at a high level of precision is important to you, is this matched by being highly skilled in manual dexterity?

The following questions and exercises will help you define the skills you feel very competent in, are motivated by and enjoy using as well as those that you would like to develop as your career progresses.

Part A: Skills Reflection

Begin to list your key skills by reflecting on the following questions :(remember to differentiate skills e.g. *organising, planning* from aspects of personality e.g. *enthusiastic, reliable* etc.)

- *Go back to the Values exercise you completed and note down any skills used in the examples in which you identified yourself as happiest, most proud, fulfilled, satisfied etc.*

- *Think about a time when you surprised yourself by doing something you did not know you were capable of? What were the skills you used?*

- *Think about times when you have received praise for your work performance – what skills/strengths were mentioned?*

- *What are the things that make your feel strong? What do others turn to you for?*

Task or challenge	Skills / Strengths Identified

Part B: Skills Assessment and Categorisation

Now you have identified some of your core skills, the table below will help you identify more and think about your current skill level as well as skills you would be interested in using or developing further.

- Look at the list of skills in the first column (and add any skills from Part A not included in the list sat the bottom).
- In the second column Write a score between 1 and 5 against each one, to indicate how competent you feel you are at this skill, where: 1 = undeveloped, 2 = needs development, 3 = adequate, 4 = good, 5 = highly skilled. [Note – You should aim to be generous to yourself here aiming for at least 15 skills at Level 4/5]
- In the third column tick to indicate those skills which you are currently using in the workplace.
- In the fourth column tick the boxes for those skills you are currently using and wish to develop further and those that you don't currently use but would like to learn.
- Use the next two columns to identify whether you enjoy using this skill or not
- The seventh column relates to skills categories. Some people may show skills levels in related areas such as - a greater tendency towards working with people or being more analytical. It makes sense to use some method of grouping your competencies such as the suggested groupings below.

   O: Organisation (management, getting things done, action)

   P: People (communication, caring, getting on with, persuading, leading)

   A: Analytical (numbers, figures, data etc)

   PP: Practical/physical (precision, fixing things, manual dexterity etc)

   I: Intuition/innovation/creativity (ideas, possibilities, big picture etc)

Skill	Score (1-5)	Currently Using (√)	Wish to use or develop (√)	Love using ☐	Don't enjoy Using ☹	Categorisation (A/P/O/PP/I)
Translating complex ideas into straightforward language						I
Improving Quality or reliability						PP
Conveying warmth and empathy						P
Making new contacts through networking						O
Planning effectively, anticipating problems						O
Constructing, building, shaping						PP
Actively listening, assessing needs						P
Project management						O
Generating new ideas, challenging assumptions						I
Assessing situations or people quickly and accurately						P
Initiating projects						O
Problem solving, trouble shooting						O
Adapting or improving processes or performance						PP
Negotiation						
Developing Rapport						P
Persuading and gaining commitment						P
Making Presentations						P
Teaching						P
Supervision						O
Creating, innovating, seeing alternatives						I
Delegating effectively						O
Building community, breaking down barriers between people						P
Seeing the wood for the trees – seeing the big picture						I

Having Insight and Intuition						I
Improvising under pressure						I
Readily absorbing ideas and concepts						I
Inventing new solutions to problems						I
Taking things apart to see how they work						PP
Leading a team						O
Taking responsibility						P
Taking on difficult challenges						O
Motivating People						P
Juggling several tasks at one time with conflicting demands						A
Seeing patterns or trends in data						A
Attention to detail						A
Interpreting information quickly and making judgements under pressure						A
Exploiting the advantages of IT						A
Organising and retrieving data effectively						A
Communicating a vision						P
Fundraising						O
Seeking efficiency in design						PP
Designing systems						PP
Developing and complimenting the ideas of others						P
Research and intellectual rigour						A
Saving time or money – cutting waste						O
Rapidly adapting to IT						PP
Exploiting the advantages of IT						PP
Inclusion in decision making						P
Inspiring people						P

Counselling and mentoring						P
Hand to eye co-ordination/Spatial awareness						PP
Manual dexterity						PP
Clinical diagnostics						PP
Making decisions under pressure						O
Self-motivation/Self-reliance						O
Resilience under pressure						O
Toleration & flexibility to risk/uncertainty						O
Keeping calm under pressure						O
Anticipating and Managing change						O
Entrepreneurial and business skills						O
Physical stamina						O
Political awareness, tact and diplomacy						P

Now take a look at the table you have filed in and:

> **Highlight those skills where you have scored 5 (Highly skilled), 4 (Good) or 3 (Competent)**

> **Those where you have scored a 2 or 1 in may be because you are not naturally talented in them, or because you have no or very little experience in them**

> **Of the skills you have highlighted also note whether you enjoy using them or need to develop them**

Part C: Motivated Skills

Having completed the skills inventory, can you identify five strengths and five areas you would like to develop (your Motivated skills) to fill in the table below?

Strengths	Skills Group (O/P/A/PP/I)	Areas of Development	Skills Group (O/P/A/PP/I)
1		1	
2		2	
3		3	
4		4	
5		5	

> **Which categories cover the skills you have highlighted - do any have prevalence? How much would these skills be required/utilized in the specialties you are considering?**

> **How much do the specialties you are considering also require/utilise skills you either do not enjoy or not feel competent in?**