

Assessing Your Skills and Interest

In addition to your trade specific skills, there are additional skills which you use in your role daily. These tend to be the “soft-skills” or leadership skills that are overlooked, but are both transferable and essential to employers. Following is a list of 22 capabilities and their brief descriptions. Use the scale to rate the capability in terms of:

- 1) *How skilled you are in this capability.*
- 2) *How much interest you have in this capability.*
- 3) *How much you use this capability in your current role.*

1. **Analyzing**-Breaking down quantitative and qualitative information and viewing it from various perspectives, to determine how to proceed with a situation.

Skill	Interest	Active Usage in Current Role
<input type="checkbox"/> Very high skill level	<input type="checkbox"/> Very high interest	<input type="checkbox"/> Very high usage
<input type="checkbox"/> Fairly high skill level	<input type="checkbox"/> Fairly high interest	<input type="checkbox"/> Fairly high usage
<input type="checkbox"/> Moderate skill level	<input type="checkbox"/> Moderate interest	<input type="checkbox"/> Moderate usage
<input type="checkbox"/> Low skill level	<input type="checkbox"/> Low interest	<input type="checkbox"/> Low usage

2. **Providing Customer Service** - Anticipating the needs of customers/clients and working to consistently meet those needs; providing and ensuring client satisfaction on an ongoing basis.

Skill	Interest	Active Usage in Current Role
<input type="checkbox"/> Very high skill level	<input type="checkbox"/> Very high interest	<input type="checkbox"/> Very high usage
<input type="checkbox"/> Fairly high skill level	<input type="checkbox"/> Fairly high interest	<input type="checkbox"/> Fairly high usage
<input type="checkbox"/> Moderate skill level	<input type="checkbox"/> Moderate interest	<input type="checkbox"/> Moderate usage
<input type="checkbox"/> Low skill level	<input type="checkbox"/> Low interest	<input type="checkbox"/> Low usage

3. **Coaching/Mentoring Others** - Constructively and appropriately delivering feedback to others in the context of their performance management and career development and helping them see how they can improve; respecting and encouraging individual differences and work styles.

Skill	Interest	Active Usage in Current Role
<input type="checkbox"/> Very high skill level	<input type="checkbox"/> Very high interest	<input type="checkbox"/> Very high usage
<input type="checkbox"/> Fairly high skill level	<input type="checkbox"/> Fairly high interest	<input type="checkbox"/> Fairly high usage
<input type="checkbox"/> Moderate skill level	<input type="checkbox"/> Moderate interest	<input type="checkbox"/> Moderate usage
<input type="checkbox"/> Low skill level	<input type="checkbox"/> Low interest	<input type="checkbox"/> Low usage

4. **Consulting** - Leveraging business knowledge and/or technical expertise to help solve client problems and improve business results, collaborating with clients to develop and implement solutions.

Skill	Interest	Active Usage in Current Role
<input type="checkbox"/> Very high skill level	<input type="checkbox"/> Very high interest	<input type="checkbox"/> Very high usage
<input type="checkbox"/> Fairly high skill level	<input type="checkbox"/> Fairly high interest	<input type="checkbox"/> Fairly high usage
<input type="checkbox"/> Moderate skill level	<input type="checkbox"/> Moderate interest	<input type="checkbox"/> Moderate usage
<input type="checkbox"/> Low skill level	<input type="checkbox"/> Low interest	<input type="checkbox"/> Low usage

5. **Delivering Presentations** - Conveying information and ideas to a group of people in a clear and interesting way; facilitating the exchange of ideas among the group.

Skill	Interest	Active Usage in Current Role
<input type="checkbox"/> Very high skill level	<input type="checkbox"/> Very high interest	<input type="checkbox"/> Very high usage
<input type="checkbox"/> Fairly high skill level	<input type="checkbox"/> Fairly high interest	<input type="checkbox"/> Fairly high usage
<input type="checkbox"/> Moderate skill level	<input type="checkbox"/> Moderate interest	<input type="checkbox"/> Moderate usage
<input type="checkbox"/> Low skill level	<input type="checkbox"/> Low interest	<input type="checkbox"/> Low usage

6. **Demonstrating Leadership** - Driving results through taking initiative and acting as a role model in such areas as: fostering diversity and open communication and demonstrating strategic, people, personal, and partnership leadership behaviors.

Skill	Interest	Active Usage in Current Role
<input type="checkbox"/> Very high skill level	<input type="checkbox"/> Very high interest	<input type="checkbox"/> Very high usage

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<input type="checkbox"/> Fairly high skill level	<input type="checkbox"/> Fairly high interest	<input type="checkbox"/> Fairly high usage
<input type="checkbox"/> Moderate skill level	<input type="checkbox"/> Moderate interest	<input type="checkbox"/> Moderate usage
<input type="checkbox"/> Low skill level	<input type="checkbox"/> Low interest	<input type="checkbox"/> Low usage

7. **Driving Change** - Seizing opportunities to introduce, support, and implement improvements to current practices and procedures, taking into consideration the effect on people.

Skill	Interest	Active Usage in Current Role
<input type="checkbox"/> Very high skill level	<input type="checkbox"/> Very high interest	<input type="checkbox"/> Very high usage
<input type="checkbox"/> Fairly high skill level	<input type="checkbox"/> Fairly high interest	<input type="checkbox"/> Fairly high usage
<input type="checkbox"/> Moderate skill level	<input type="checkbox"/> Moderate interest	<input type="checkbox"/> Moderate usage
<input type="checkbox"/> Low skill level	<input type="checkbox"/> Low interest	<input type="checkbox"/> Low usage

8. **Effective Communication** - Fostering one-on-one relationships through active listening and strong communication skills; delivering clear, consistent messages to others.

Skill	Interest	Active Usage in Current Role
<input type="checkbox"/> Very high skill level	<input type="checkbox"/> Very high interest	<input type="checkbox"/> Very high usage
<input type="checkbox"/> Fairly high skill level	<input type="checkbox"/> Fairly high interest	<input type="checkbox"/> Fairly high usage
<input type="checkbox"/> Moderate skill level	<input type="checkbox"/> Moderate interest	<input type="checkbox"/> Moderate usage
<input type="checkbox"/> Low skill level	<input type="checkbox"/> Low interest	<input type="checkbox"/> Low usage

9. **Organizing** - Prioritizing and executing initiatives, tasks, and details in an efficient and effective manner.

Skill	Interest	Active Usage in Current Role
<input type="checkbox"/> Very high skill level	<input type="checkbox"/> Very high interest	<input type="checkbox"/> Very high usage
<input type="checkbox"/> Fairly high skill level	<input type="checkbox"/> Fairly high interest	<input type="checkbox"/> Fairly high usage
<input type="checkbox"/> Moderate skill level	<input type="checkbox"/> Moderate interest	<input type="checkbox"/> Moderate usage
<input type="checkbox"/> Low skill level	<input type="checkbox"/> Low interest	<input type="checkbox"/> Low usage

10. **Influencing Others** - Gaining commitment from others to see things from a specific perspective; using effective communication to create understanding and commitment.

Skill	Interest	Active Usage in Current Role
<input type="checkbox"/> Very high skill level	<input type="checkbox"/> Very high interest	<input type="checkbox"/> Very high usage
<input type="checkbox"/> Fairly high skill level	<input type="checkbox"/> Fairly high interest	<input type="checkbox"/> Fairly high usage
<input type="checkbox"/> Moderate skill level	<input type="checkbox"/> Moderate interest	<input type="checkbox"/> Moderate usage
<input type="checkbox"/> Low skill level	<input type="checkbox"/> Low interest	<input type="checkbox"/> Low usage

11. **Innovating** - Making use of personal knowledge, skills, and abilities to find innovative solutions for new or existing problems.

Skill	Interest	Active Usage in Current Role
<input type="checkbox"/> Very high skill level	<input type="checkbox"/> Very high interest	<input type="checkbox"/> Very high usage
<input type="checkbox"/> Fairly high skill level	<input type="checkbox"/> Fairly high interest	<input type="checkbox"/> Fairly high usage
<input type="checkbox"/> Moderate skill level	<input type="checkbox"/> Moderate interest	<input type="checkbox"/> Moderate usage
<input type="checkbox"/> Low skill level	<input type="checkbox"/> Low interest	<input type="checkbox"/> Low usage

12. **Making Decisions** - Evaluating between various options, considering risk and impact on the organization and employee population; taking ownership for choosing a course of action.

Skill	Interest	Active Usage in Current Role
<input type="checkbox"/> Very high skill level	<input type="checkbox"/> Very high interest	<input type="checkbox"/> Very high usage
<input type="checkbox"/> Fairly high skill level	<input type="checkbox"/> Fairly high interest	<input type="checkbox"/> Fairly high usage
<input type="checkbox"/> Moderate skill level	<input type="checkbox"/> Moderate interest	<input type="checkbox"/> Moderate usage
<input type="checkbox"/> Low skill level	<input type="checkbox"/> Low interest	<input type="checkbox"/> Low usage

13. **Multi-Tasking** - Managing multiple projects simultaneously and shifting priorities accordingly; changing rapidly to meet constantly changing business needs.

Skill	Interest	Active Usage in Current Role
<input type="checkbox"/> Very high skill level	<input type="checkbox"/> Very high interest	<input type="checkbox"/> Very high usage
<input type="checkbox"/> Fairly high skill level	<input type="checkbox"/> Fairly high interest	<input type="checkbox"/> Fairly high usage
<input type="checkbox"/> Moderate skill level	<input type="checkbox"/> Moderate interest	<input type="checkbox"/> Moderate usage
<input type="checkbox"/> Low skill level	<input type="checkbox"/> Low interest	<input type="checkbox"/> Low usage

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14. **Problem Solving** - Developing or suggesting solutions to resolve problems, trying a variety of approaches and alternatives to find the solution to a problem.

Skill	Interest	Active Usage in Current Role
<input type="checkbox"/> Very high skill level	<input type="checkbox"/> Very high interest	<input type="checkbox"/> Very high usage
<input type="checkbox"/> Fairly high skill level	<input type="checkbox"/> Fairly high interest	<input type="checkbox"/> Fairly high usage
<input type="checkbox"/> Moderate skill level	<input type="checkbox"/> Moderate interest	<input type="checkbox"/> Moderate usage
<input type="checkbox"/> Low skill level	<input type="checkbox"/> Low interest	<input type="checkbox"/> Low usage

15. **Project Management** - The planning and execution of both short and long term projects, managing deadlines, deliverables, and priorities effectively.

Skill	Interest	Active Usage in Current Role
<input type="checkbox"/> Very high skill level	<input type="checkbox"/> Very high interest	<input type="checkbox"/> Very high usage
<input type="checkbox"/> Fairly high skill level	<input type="checkbox"/> Fairly high interest	<input type="checkbox"/> Fairly high usage
<input type="checkbox"/> Moderate skill level	<input type="checkbox"/> Moderate interest	<input type="checkbox"/> Moderate usage
<input type="checkbox"/> Low skill level	<input type="checkbox"/> Low interest	<input type="checkbox"/> Low usage

16. **Relationship Building** - Seeking out and cultivating new relationships to support customers/clients using communication and collaboration to build and maintain rapport.

Skill	Interest	Active Usage in Current Role
<input type="checkbox"/> Very high skill level	<input type="checkbox"/> Very high interest	<input type="checkbox"/> Very high usage
<input type="checkbox"/> Fairly high skill level	<input type="checkbox"/> Fairly high interest	<input type="checkbox"/> Fairly high usage
<input type="checkbox"/> Moderate skill level	<input type="checkbox"/> Moderate interest	<input type="checkbox"/> Moderate usage
<input type="checkbox"/> Low skill level	<input type="checkbox"/> Low interest	<input type="checkbox"/> Low usage

17. **Researching** - Gathering information (e.g. benchmarking data) through various sources, and knowing how to utilize resources to find specific information.

Skill	Interest	Active Usage in Current Role
<input type="checkbox"/> Very high skill level	<input type="checkbox"/> Very high interest	<input type="checkbox"/> Very high usage
<input type="checkbox"/> Fairly high skill level	<input type="checkbox"/> Fairly high interest	<input type="checkbox"/> Fairly high usage
<input type="checkbox"/> Moderate skill level	<input type="checkbox"/> Moderate interest	<input type="checkbox"/> Moderate usage
<input type="checkbox"/> Low skill level	<input type="checkbox"/> Low interest	<input type="checkbox"/> Low usage

18. **Risk-Taking** - Taking a course of action or thought process whose outcome is uncertain, for the sake of a greater good.

Skill	Interest	Active Usage in Current Role
<input type="checkbox"/> Very high skill level	<input type="checkbox"/> Very high interest	<input type="checkbox"/> Very high usage
<input type="checkbox"/> Fairly high skill level	<input type="checkbox"/> Fairly high interest	<input type="checkbox"/> Fairly high usage
<input type="checkbox"/> Moderate skill level	<input type="checkbox"/> Moderate interest	<input type="checkbox"/> Moderate usage
<input type="checkbox"/> Low skill level	<input type="checkbox"/> Low interest	<input type="checkbox"/> Low usage

19. **Selling** - Pursuing opportunities to gain new business/revenue; using influence and expertise to effectively close the sale.

Skill	Interest	Active Usage in Current Role
<input type="checkbox"/> Very high skill level	<input type="checkbox"/> Very high interest	<input type="checkbox"/> Very high usage
<input type="checkbox"/> Fairly high skill level	<input type="checkbox"/> Fairly high interest	<input type="checkbox"/> Fairly high usage
<input type="checkbox"/> Moderate skill level	<input type="checkbox"/> Moderate interest	<input type="checkbox"/> Moderate usage
<input type="checkbox"/> Low skill level	<input type="checkbox"/> Low interest	<input type="checkbox"/> Low usage

20. **Teamwork** - Partnering with others to achieve results by sharing ideas, expressing feedback and working towards a common goal, respecting and making the most of individual differences and work styles.

Skill	Interest	Active Usage in Current Role
<input type="checkbox"/> Very high skill level	<input type="checkbox"/> Very high interest	<input type="checkbox"/> Very high usage
<input type="checkbox"/> Fairly high skill level	<input type="checkbox"/> Fairly high interest	<input type="checkbox"/> Fairly high usage
<input type="checkbox"/> Moderate skill level	<input type="checkbox"/> Moderate interest	<input type="checkbox"/> Moderate usage
<input type="checkbox"/> Low skill level	<input type="checkbox"/> Low interest	<input type="checkbox"/> Low usage

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21. **Training and Developing People** - Encouraging and enabling employees' skill/competency development through both formal training and one-on-one coaching.

Skill	Interest	Active Usage in Current Role
<input type="checkbox"/> Very high skill level	<input type="checkbox"/> Very high interest	<input type="checkbox"/> Very high usage
<input type="checkbox"/> Fairly high skill level	<input type="checkbox"/> Fairly high interest	<input type="checkbox"/> Fairly high usage
<input type="checkbox"/> Moderate skill level	<input type="checkbox"/> Moderate interest	<input type="checkbox"/> Moderate usage
<input type="checkbox"/> Low skill level	<input type="checkbox"/> Low interest	<input type="checkbox"/> Low usage

22. **Working with Technology** - Using technology (Internet, spreadsheets, etc.) to communicate or enhance work; generating new ways to accomplish work or new ideas using technology.

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<input type="checkbox"/> Very high skill level	<input type="checkbox"/> Very high interest	<input type="checkbox"/> Very high usage
<input type="checkbox"/> Fairly high skill level	<input type="checkbox"/> Fairly high interest	<input type="checkbox"/> Fairly high usage
<input type="checkbox"/> Moderate skill level	<input type="checkbox"/> Moderate interest	<input type="checkbox"/> Moderate usage
<input type="checkbox"/> Low skill level	<input type="checkbox"/> Low interest	<input type="checkbox"/> Low usage

Complete the chart below with the results of your assessment.

List Top 5 Skills	List Skill Level	List Top 5 Interests	List Interest Level	List Usage Level
1)				
2)				
3)				
4)				
5)				

Reflection Questions

1. What did you learn about yourself?

2. What impact will that have on your future career development or conversations?

So What's Next?

To explore more into how SC Calhoun Coaching & Consulting can help you with meeting your career goals and/or professional development needs, use the link below to schedule a 30-minute discovery session: calendly.com/nicolecalhoun/discovery-session