What do you do well?

What are your strengths? What could you improve? What are your proficiencies? What skills could be developed additionally? This chart will help you determine these and guide in your career decision-making.

### Planning and Organizational Skills

- **Already Possess**
  - Develop goals for an organization
  - Identify tasks to be accomplished
  - Prioritize and delegate tasks
  - Facilitate brainstorming and discussions on program planning process
  - Conduct meetings
  - Coordinate organization members’ activities
  - Motivate others on group projects
  - Follow up with other members to evaluate progress, give constructive feedback and praise to others for work well done

- **Must Develop**

### Critical Thinking, Problem-Solving and Conflict Resolution Skills

- Understand the steps involved with effective decision-making
- Implement sound decisions
- Facilitate group participation in the decision-making process
- Take responsibility for decisions
- Evaluate the effects of a decision
- Be able to evaluate all options and make decisions without feeling pressured
- Explain unpopular decisions to others
- Motivate others toward common goals
- Use appropriate management and mentoring skills with peers and/or subordinates

### Interpersonal/Teamwork and Teambuilding Skills

- Collaborate on projects
- Motivate team members toward common goals
- Understand strengths and weaknesses of members and use strengths to build team development
- Support and praise members for reaching goals and accomplishments

### Verbal and Written Communication Skills

- Organize and present ideas effectively in formal and informal speeches and writing
- Effectively participate in group discussions
- Prepare concise and logically written materials
- Listen carefully and respond to verbal and non-verbal messages
- Respond appropriately to positive and negative feedback
- Debate issues without being perceived as abrasive to others
- Make effective use of media resources
- Possess courteous telephone skills

### Research and Investigation Skills

- Utilize a variety of sources for information
- Apply a variety of methods to test the validity of data
- Identify problems and needs
- Formulate questions to clarify problems, topics, or issues
- Identify appropriate information sources for problem solving

### Decision-Making, Supervisory, Management and/or Leadership Skills

- Understand the steps involved with critical thinking
- Anticipate problems before they occur
- Recognize if a problem needs to be addressed
- Define the problem and identify possible causes
- Facilitate group members in identifying and evaluating possible solutions
- Identify range of solutions and select most appropriate ones
- Develop plans and select most appropriate ones
- Be capable of handling more than one problem at a time

### Financial Management Skills

- Develop an accurate budget, estimating expenses and income
- Justify the organization’s budget to others
- Work within a budget
- Keep accurate and complete financial records
- Ensure timeliness of payments
- Determine necessity of fund-raising events; strategize and organize as needed