trying to identify your SKILLS?

STEP 1:

List at least four Accomplishments. An Accomplishment is an activity or a project that has made you feel positive about yourself and your capabilities. Be specific; for example, use "built a chair" instead of "carpentry" or "wrote paper on federal preservation standards" instead of "writing." Include different types of activities, such as work, leisure, community service, and academics.

STEP 2:

Read all 72 skill words and their definitions. There are seven columns numbered for each of your accomplishments. Put a check under each accomplishment that used that skill. This will show you which skills you have used in the past and help you decide if you want to use them in the future.

STEP 3:

When you have finished Step 2, look over the list of skills once more. Identify the skills you want to use in the future by putting a check in the last column headed 'S' for Satisfying Skills. If there are skills you haven't used but would like to develop for future use, label as "D."

STEP 4:

Prioritize your Satisfying Skills. From the skills checked as satisfying, choose the 5 skills that you most enjoy and list them in the Skills Summary on the last page as Very Satisfying Skills. Then choose 10 more skills and list them as Moderately Satisfying Skills. List any skills marked as "D" in the Skills to develop section. List each skill only once.

ACCOMPLISHMENTS (Identify at least 4)
Accomplishment 1:
Accomplishment 2:
Accomplishment 3:
Accomplishment 4:
Accomplishment 5:
Accomplishment 6:
Accomplishment 7:

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Active learning Working with new material or information to understand the implications.										
implications.										
	Č									
	Using knowledge	·								

Perceptual Skills		1	2	3	4	5	6	7	S
Sound discrimination	Detecting the difference between sounds, pitch, or loudness.								
Shape discrimination	Detecting the difference between sizes, shapes, and mass.								
Color vision	Detecting the difference between colors, shades, and brightness.								
Depth perception	Detecting the distance between objects.								
Visualizing	Forming a mental image of how something will look after it is moved or when its parts are moved.								
Creativity	Originating, designing, or creating new ideas, relationships, systems, artworks, or products.								
Aesthetic judgment	Recognizing artistic or natural beauty.								
Fechnical Skills		1	2	3	4	5	6	7	s
Installing	Setting up equipment, machines, or structures to meet	<u> </u>	T	T	T .	Ť	Ť	Ť	Ť
machines	specifications.								
Inspecting	Checking and evaluating equipment, structures, and products.								T
Repairing	Fixing, servicing, aligning, setting up, and adjusting machines, devices, moving parts, and equipment.								
Troubleshooting	Determining the cause and solution of an error.								
Controlling	Using control mechanisms or direct physical activity to operate machines.								
Operating vehicles	Running, maneuvering, navigating, or driving vehicles or mechanized equipment.								
Using computers	Working with computers by using programs or entering data.								
Programming	Writing computer programs.								
Technology design	Developing or adapting equipment and technology.								
Processing Skills		1	2	3	4	5	6	7	ς
Following procedures	Correctly following a given set of rules to complete a task.	1	Ţ	Ť	Ť	Ť	Ť	ŕ	Ť
Categorizing	Identifying items by similarities.								T
Record keeping	Entering, transcribing, recording, storing, or maintaining information.								
Attention to detail	Checking each item or task carefully.								
Verifying information	Evaluating information against a set of standards or ensuring that it is correct.								
Wath and Science Skill	s	1	2	3	4	5	6	7	S
Calculating	Adding, subtracting, multiplying, and dividing.	1	Τ.	Ť			Ť	Ť	Ť
Estimating	Approximating distances, quantities, time, costs, resources, or materials.								
Budgeting	Allocating financial resources.		1						+
Math reasoning	Using mathematical methods to understand and solve problems.								
Science reasoning	Using scientific methods to understand and solve problems.	1							†

Situational Skills		1	2	3	4	5	6	7	S
Stress tolerance	Dealing calmly and effectively with tense situations.								
Hazards tolerance	Working in potentially dangerous conditions.								
Discomfort tolerance	Working in unpleasant environmental conditions.								
Repetition tolerance	Continuously performing the same action.								

Management Skills		1	2	3	4	5	6	7	S
Safety of others	Managing the work environment to provide for the health and safety of others.								
Persuading	Convincing others to approach things differently.								
Negotiating	Bringing others together and trying to reconcile differences.								
Confronting	Communicating a position opposed by others.								
Initiating	Taking on new responsibilities and challenges.								
Coordinating	Organizing people and activities to complete tasks.								
Directing/Leading	Providing leadership and direction to others.								
Decision making	Understanding information and reaching a conclusion to solve problems.								
Managing resources	Determining the best use of human resources, finances, and material resources.								
Impact of responsibility	Accepting the long-term outcome of decisions.								

Skills Summary

Top 5 Very Satisfying Skills:	10 Moderately Satisfying Skills:	Skills to develop:
TOP 5 VELY Satisfying Skills.	10 Moderatery Jacistynia Janis.	Skills to develop.
		

Worksheet adapted from Oregon Career Information System: https://oregoncis.uoregon.edu/skills/skills.aspx