

# Identifying Your Skills



Eddins Counseling Group

PERSONAL AND CAREER COUNSELING SERVICES

[www.eddinscounseling.com](http://www.eddinscounseling.com)

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# IDENTIFYING YOUR SKILLS

The best way to identify and articulate your skills is by analyzing your accomplishments. There are five steps to this process:

1. Describe an accomplishment (an accomplishment is anything you did well, were proud of, and if seen by others, was recognized as a job well done) from your current or previous work.
2. Tell how you made the accomplishment happen. This is where your skills reside.
3. Detail what happened as a result of the accomplishment. This is where the added value of your work lies.
4. Articulate the lesson(s) learned from the accomplishment.
5. As you tell several accomplishment stories you will see patterns of skills emerge. These are known as your motivated skills and are usually your strongest skills as well.
6. Going through this process also writes your resume for you. You can use accomplishments on your resume as bullets and highlight the skills used.

## SKILLS IDENTIFICATION (CONTINUED)

Accomplishment # 1:

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How was this achieved?

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What were the results?

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Lesson(s) Learned?

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## SKILLS IDENTIFICATION

Accomplishment # 2:

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How was this achieved?

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What were the results?

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Lesson(s) Learned?

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## SKILLS IDENTIFICATION

Accomplishment # 3:

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How was this achieved?

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What were the results?

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Lesson(s) Learned?

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## FURTHER REFINEMENT OF YOUR SKILLS

Use your knowledge of your skills to find career opportunities where you can utilize them. ALSO use your skills and accomplishments on your resume. Focus on highlighting on your resume and in job interviews the skills you enjoy using the most and minimizing those you have but enjoy least.

The skills I like best are:

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The skills I want to use more are:

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The skills I want to use less are:

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The skills I want to stop using are:

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The skills I overuse are:

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<b>Skills Checklist</b>				
<b>Skills</b>	<b>Highly Proficient</b>	<b>Some Proficiency</b>	<b>No Proficiency</b>	<b>Enjoy rate 1 = least enjoyable 5 = most enjoyable</b>
<b>Human Relations and Interpersonal skills</b>				
1. Keep a team "on track" and moving toward the achievement of a goal				
2. Participate in team building				
3. Maintain team cooperation and support				
4. Support and encourage others for reaching goals and accomplishments				
5. Participate productively in performance appraisal processes				
6. Delegate tasks and responsibilities				
7. Give praise and credit to others for work well done				
8. Express feelings appropriately				
9. Understand the feelings of others				
10. Express my point of view when appropriate				
11. Teach a skill, concept, or principle to others				
12. Coach others in work tasks				
13. Work effectively with superiors, colleagues and subordinates				
14. Accept the consequences of my actions				
Other Skills (high proficiency or enjoyment)				
<b>Planning and Organizing Skills</b>				

## Skills Checklist

Skills	Highly Proficient	Some Proficiency	No Proficiency	Enjoy rate 1 = least enjoyable 5 = most enjoyable
15. Manage time efficiently				
16. Assess needs				
17. Predict future trends and patterns				
18. Analyse and manage risks				
19. Identify tasks to be accomplished				
20. Prioritise tasks				
21. Set realistic goals				
22. Follow up with others to evaluate progress of tasks				
23. Conduct meetings effectively				
24. Facilitate brainstorming activities				
25. Monitor and evaluate outcomes				
Other Skills (high proficiency or enjoyment)				
<b>Communication Skills</b>				
26. Convey a positive image to others				
27. Organise and present ideas effectively for formal and spontaneous presentations				
28. Participate effectively in group discussions				
29. Prepare concise and logically written materials				
30. Listen carefully				

<b>Skills Checklist</b>				
<b>Skills</b>	<b>Highly Proficient</b>	<b>Some Proficiency</b>	<b>No Proficiency</b>	<b>Enjoy rate 1 = least enjoyable 5 = most enjoyable</b>
31. Respond to verbal and non-verbal messages				
32. Respond appropriately to positive and negative feedback				
33. Give constructive feedback				
34. Participate in performance appraisals				
35. Demonstrate courteous telephone skills				
36. Express opinions and preferences without offending others				
Other Skills (high proficiency or enjoyment)				
<b>Problem-Solving, Decision Making and Conflict Management Skills</b>				
37. Manage conflict when it occurs				
38. Address difficult issues when they occur				
39. Use negotiation processes				
40. Identify the critical issues before making a decision or solving a problem				
41. Refer problems up when necessary				
42. Recognise when a problem needs to be addressed				
43. Define the problem and identify possible/apparent causes				
44. Identify alternative solutions and select the most appropriate ones				

## Skills Checklist

Skills	Highly Proficient	Some Proficiency	No Proficiency	Enjoy rate 1 = least enjoyable 5 = most enjoyable
45. Develop plans to implement solutions				
46. Create innovative solutions to complex problems				
47. Understand different forms of effective decision-making				
48. Explain unpopular decisions to others				
Other Skills (high proficiency or enjoyment)				
<b>Management Skills</b>				
49. Identify business opportunities				
50. Business planning				
51. Organise people and tasks to achieve goals				
52. Business Process Re-engineering				
53. Communicate goals, procedures and expectations effectively				
54. Conduct performance appraisals				
55. Supervise staff using supportive processes				
56. Develop a budget accurately estimating expenses and income				
57. Justify the organisation's budget to others				
58. Work within a budget				

<b>Skills Checklist</b>				
<b>Skills</b>	<b>Highly Proficient</b>	<b>Some Proficiency</b>	<b>No Proficiency</b>	<b>Enjoy rate 1 = least enjoyable 5 = most enjoyable</b>
59. Keep accurate and complete financial records				
60. Ensure timeliness of payments				
61. Recruit and select staff using guidelines				
62. Provide appropriate training opportunities				
63. Delegate responsibility for completion of tasks				
64. Assist staff overcome performance or conduct problems				
65. Use effective coaching/mentoring skills				
66. Use legal and fair dismissal procedures				
Other Skills (high proficiency or enjoyment)				
<b>Business Relationships</b>				
67. Define and scope service requirements				
68. Define KPIs and report formats and requirements				
69. Develop service level agreements				
70. Conduct tender process				
71. Manage Consultants				
72. Manage partnering/partnerships				

<b>Skills Checklist</b>				
<b>Skills</b>	<b>Highly Proficient</b>	<b>Some Proficiency</b>	<b>No Proficiency</b>	<b>Enjoy rate 1 = least enjoyable 5 = most enjoyable</b>
73. Establish and grow client relationships				
74. Account management (clients)				
75. Manage contractors, sub-contractors				
76. Manage Suppliers				
77. Manage integration of suppliers, contactors, partners, consultants and legal clients for business outcomes i.e. manage for outcomes				
78. Manage contracts				
79. Consulting Skills				
80. Seek additional opportunities for professional development				
81. Positively promote the organisation				
Other Skills (high proficiency or enjoyment)				
<b>Ethics and Tolerance Skills</b>				
87. Define and explain ethical behaviour				
88. Practice ethical behaviour in difficult situations				
89. Accept others' opinions and action sin a non-judgemental way				
90. Behave in a non-discriminatory way				
91. Interact with and appreciate people from diverse cultural, social and religious backgrounds				

## Skills Checklist

Skills	Highly Proficient	Some Proficiency	No Proficiency	Enjoy rate 1 = least enjoyable 5 = most enjoyable
92. Interact with and accept individuals with physical or mental disabilities				
93. Assess a course of action in terms of its long-range effects on others				
94. Identify personal/work values				
Other Skills (high proficiency or enjoyment)				