Identifying skills

1. The ability to do something can be referred to as a skill. A skill is learned by doing and practicing, often over an extended period of time. You have already learned skills that you can mention when seeking work.
In the list below select the skills that you believe you have. Grade the selected skills as follows:
1 = satisfactory, 2 = satisfactory, 3 = good, 4 = good, 5 = excellent

Analytical thinking
Classification of things
Performance skills
Persuasion skills
Management skills
Research
Language skills
Willingness to experiment
Rethinking
Marketing
Musicality
Efficiency
Ability to identify problems
Decision-making skills
Teamwork skills
Organizational skills
Taking tasks to completion
Working with people

Customer orientation
Making connections between things
Ability to assess people
Encouragement skills
Creation of team spirit
Innovativeness
Ability to cooperate
Problem-solving skills
Patience
Mathematical thinking
Sales skills
Guidance
Teaching
Talking
Ability to resolve conflicts
Planning skills
Communication

Negotiation skills
Ability to motivate
Helping people
Consistency
Flexibility
Ability to concentrate
Writing
Listening skills
Lecturing skills

2. Once you have given the grades, select your five key skills and elaborate on how you have gained and used them.

LIVEWORKSHEETS

3. Also, select five skills that you wish to develop in yourself and explain why. In what ways can you develop these skills?

LIVEWORKSHEETS

Identifying values

A value is the perception of a goal or matter that is important to a person. Values can be individual, but also communal. Values guide your actions and choices. Identifying and understanding your own values will help you see what motivates you in your studies, life and work. Select the values from the list that you consider important. Grade your values as follows: **1= not important at all, 2 = somewhat important, 3 = quite important, 4 = important, 5 = very important.**

Generosity
Ethics
Self-fulfillment
Home
Creativity
Justice
Personality
Peace
Courage
Status
Equality
Faith
Fast pace
Beauty
Reliability
Love
Balance

Respect
Hobbies
Autonomy
Education
Morals
Righteousness
Politics
Honesty
Accomplishments
Rules
Health
Diversity
Prosperity
Joy
Friendliness
Certainty

Position
Well-being
Flexibility
Culture
Comfort
Family
Money
Independence
Adventure
Art
Truth
Leisure
Wisdom
Helpfulness
Friendship
Career advancement

Once you have given the grades, select your five key values and elaborate on how they have been evident in your choices and actions.

LIVEWORKSHEETS

Select five values that you wish to develop in yourself and explain why.

LIVEWORKSHEETS