

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	Customer orientation	Negotiation skills
Classification of things	Making connections between things	Ability to motivate
Performance skills	Ability to assess people	Helping people
Persuasion skills	Encouragement skills	Consistency
Management skills	Creation of team spirit	Flexibility
Research	Innovativeness	Ability to concentrate
Language skills	Ability to cooperate	Writing
Willingness to experiment	Problem-solving skills	Listening skills
Rethinking	Patience	Lecturing skills
Marketing	Mathematical thinking	
Musicality	Sales skills	
Efficiency	Guidance	
Ability to identify problems	Teaching	
Decision-making skills	Talking	
Teamwork skills	Ability to resolve conflicts	
Organizational skills	Planning skills	
Taking tasks to completion	Communication	
Working with people		

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

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

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	Respect	Position
Ethics	Hobbies	Well-being
Self-fulfillment	Autonomy	Flexibility
Home	Education	Culture
Creativity	Morals	Comfort
Justice	Righteousness	Family
Personality	Politics	Money
Peace	Honesty	Independence
Courage	Accomplishments	Adventure
Status	Rules	Art
Equality	Health	Truth
Faith	Diversity	Leisure
Fast pace	Prosperity	Wisdom
Beauty	Joy	Helpfulness
Reliability	Friendliness	Friendship
Love	Certainty	Career advancement
Balance		

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

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