
SKILLS

Skills are those specific talents, abilities and personal qualities that enable people to accomplish things and make a contribution to the world. Many people are not entirely aware of the full range of skills they possess. Their perception of what constitutes a skill may be limited to certain technical procedures learned in school or through training. Many simply identify themselves with their job title and recognize only skills they utilize in getting their immediate jobs done.

With the following assessment, you'll discover the broad spectrum of skills with which you function in the world and recognize those that are most important to your satisfaction, well-being, and success.

What Is a Skill?

The dictionary defines skill as "great ability or proficiency; expertness; an art or science, especially one involving the use of the hands or body; ability in sports, art, craft, or science."

When you work, your skills are what you use to get things done, to accomplish your goals, to achieve your purposes. (Remember that all skills can be improved through practice and development. There are many resources available to help you do this. See Chapter 9 for further references.) For our purposes, skills can be classified into three major categories: functional, adaptive, and specific content. Each is defined below.

Functional People, Data, and Physical Skills

Wherever and however you work, you are always interacting and dealing with a combination of people, information, and objects. Your *functional skills* are those skills you use to organize information logically, communicate clearly, write with heavy objects, analyze and solve problems, make decisions, and relate effectively to people.

The process of identifying your skills

In the following pages you will see a list of 54 work-related skills. Score each skill from 1 to 5 in the following fashion:

1.....2.....3.....4.....5
Not very skilled Average amount of skill Am very skilled

Circle your "Top 10" skills. Next, find 5 other skills not currently among your top 10 that you would like to develop as part of your MBA program. Please list "My 10 Strongest Skills" and "My 5 Skills to Develop" on page 6.

SKILLS IDENTIFICATION EXERCISE

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| 1. ____ | Speak Before Group | Deliver a message or point of view to an audience with the intent of informing or motivating. |
| 2. ____ | Evaluate & Assess | Needs of a situation and/or determine value or quality of concepts or materials. |
| 3. ____ | Implement & Follow Up | Take necessary action to ensure the completion of a project. |
| 4. ____ | Sell | Describe features and benefits of a service or product to match the needs of potential buyer. Convince prospect to make a purchase. |
| 5. ____ | Budget | Plan or schedule expenses or operating costs against fixed income for a specific time period. |
| 6. ____ | Determine Policy | Develop guidelines and strategies for carrying out a course of action. |
| 7. ____ | Write | Compose written forms of communication demonstrating skill in the use of language, grammar, and punctuation. |
| 8. ____ | Invent | Originate or devise a new product or process through experimentation. |
| 9. ____ | Analyze | Examine in detail or to separate data, an idea or an object into its parts. |
| 10. ____ | Plan | Formulate a series of steps to meet goals and objectives. |
| 11. ____ | Motivate | Stimulate individuals or groups to take action for optimal results. |
| 12. ____ | Use of Memory | The power or process of recalling to mind facts, faces or patterns from the past. |
| 13. ____ | Observe | Watch closely, or be acutely aware of behavior, information or objects. |

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| 14. ___ | Supervise | Direct the performance of workers and monitor work projects. |
| 15. ___ | Interview | Elicit views or probe for information through verbal questioning. |
| 16. ___ | Listen | Focus carefully on a speaker's verbal and behavioral communication to determine an authentic meaning. |
| 17. ___ | Synthesize | Combine separate parts or elements to form a new whole, as in a concept or theory. |
| 18. ___ | Consensus building | Express ideas or information in a way that appeals to the interests of others. |
| 19. ___ | Edit | Revise and improve written material for final use. |
| 20. ___ | Organize | Pull together elements into an orderly, functional and structured whole. |
| 21. ___ | Consult | Provide a high level of expertise in the evaluation of needs and problems to recommend solutions and a plan of action. |
| 22. ___ | Advocacy | Represent and support the goals of an organization or cause. |
| 23. ___ | Use Intuition | To reply on insight or hunches beyond the reach of the senses. |
| 24. ___ | Design | To form a scheme or plan in the mind and carry it out into a written form, outline, object, product or invention. |
| 25. ___ | Categorize | Organize information or objects into groups or classifications. |
| 26. ___ | Initiate | Put an idea, plan or task into action without direction. |
| 27. ___ | Meeting the Public | Represent an employer to the public; receive or greet others; demonstrate a product or service to the public. |
| 28. ___ | Train/Instruct | Teach or explain specialized information to others by demonstration, explanation or practice. |
| 29. ___ | Improvise | Act and prepare on the spur of the moment, using information or materials to fill an immediate need. |
| 30. ___ | Display | Presentation of ideas and products in an aesthetically pleasing form, for public display. |
| 31. ___ | Research/Investigate | A systematic search using observation, comprehension of written resources, or interviewing key sources for discovery or application. |

32. ___ **Coordinate** Arrange the proper sequence and logistics of events or activities.
33. ___ **Promote** Use of creative concepts to persuade through media, special events or personal involvement.
34. ___ **Coach** Explain, guide, encourage individuals to achieve goals.
35. ___ **Conceptualize** Form new or creative ideas, theories or processes.
36. ___ **Monitor** Oversee and regulate flow of work assignments or projects.
37. ___ **Mediate** Resolve or settle differences by acting as an intermediary between people or organizations to enhance communication.
38. ___ **Serve as Liaison** Act as a catalyst or connection between people or organizations to enhance communication.
39. ___ **Altruism** Care about and take specific action to improve the well-being of others.
40. ___ **Demonstrate foresight** Ability to perceive and anticipate future trends or possibilities.
41. ___ **Calculate/Compute** Execute mathematical operations.
42. ___ **Delegate** Assign tasks to others in order to achieve desired objectives.
43. ___ **Facilitate Groups** Support or ease interaction for the purpose or reaching an agreement or common goals.
44. ___ **Provide Hospitality** Welcome guests or strangers with warmth and generosity.
45. ___ **Brainstorm** Unrestrained generation of ideas or possibilities.
46. ___ **Manage Records** Collect, classify and process data using records or a computerized information system.
47. ___ **Decision-Making** Identify and choose an option from among alternatives.
48. ___ **Influence/Persuade** Convince others to adopt a belief change an attitude or take action.
49. ___ **Counsel** Capacity to listen with objectivity to facilitate client awareness of issues and provide guidance and advice in decision making.
50. ___ **Visualize** To see and articulate the possibilities in a given situation.

51. ___ **Produce Events** Plan, arrange and carry out a project or event.
52. ___ **Problem-Solving** Trace and identify the sources of a problem and provide a solution.
53. ___ **Negotiate** Bring about a settlement or agreement by bargaining.
54. ___ **Explain** Express or communicate a message, information or an idea in a clear and understandable manner.
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My 10 Strongest Skills

My 5 Skills to Develop
