A SKILL is defined as an ability or talent that is acquired or developed through training, education, or experience. This activity will help you identify your current skills, the skills you feel need more development, and the skills you enjoy using. If you can accurately recognize your skills, you will be able to choose majors and careers that require the application of those skills.

PART 1: Rate your each of the following skills:

- Draw a circle around all those skills you think you have already.
- Place a check by those skills enjoy using.
- Put a star by the skills you would like to develop or improve.

**Accounting**
Setting up, maintaining, auditing, and analyzing finances

**Acting**
Performing

**Advising**
Giving counsel, information, opinions, or suggestions

**Analyzing**
Critically and carefully examining to find results

**Arranging**
Placing in order; adjusting properly

**Articulating**
Making clear, distinct, and precise

**Assembling**
Gathering; bringing together

**Budgeting**
Estimating income for a period of time or purpose

**Calculating**
Performing estimates based on probabilities

**Cleaning**
Making things clean or neat

**Coaching**
Giving instruction; training; directing

**Collaborating**
Working together; cooperating

**Communicating**
Expressing thoughts or information easily and effectively

**Comparing**
Examining similarities and differences

**Computing**
Calculating or reckoning

**Constructing**
Assembling or combining parts to form/build

**Coordinating**
Placing in same order or rank

**Counseling**
Guiding; resolving conflicts and emotional problems

**Creating**
Producing from thoughts or imagination

**Dealing with Pressure**
Ability to handle force or constraint
Dealing with Unknowns
Ability to handle things outside one’s range of knowledge

Decision-Making
Using mental processes to conclude on a course of action

Delegating
Sending or appointing tasks or responsibilities

Designing
The act or art of making things

Diagnosing
Determining cause or nature of problem

Directing
Giving commands or instructions; supervising

Drawing
Creating graphic representations

Editing
Correcting, revising, adapting

Entertaining
Affording entertainment; amusing; diverting

Estimating
Forming approximate judgment or calculations

Evaluating
Determining value or amount; appraising

Explaining
Making plain or comprehensible

Filing
Arranging in convenient order

Formulating
Devising or developing methods or systems

Fundraising
Soliciting or gathering money for non-profit organizations

Guiding
Assisting others with advice or counsel or unfamiliarity

Handling Complaints
Dealing with others expression of dissatisfaction

Handling Detail Work
Dealing with individual and particular aspects of work

Imagining
Forming mental images; use of imagination

Influencing
Exercising influence on actions and behaviors of others

Inspecting
Examining carefully and critically

Instructing
Providing knowledge and giving order

Interpreting
Explaining the meaning of

Investigating
Searching and examining in detail to learn facts

Leading
Directing; guiding

Listening
Making effort to hear; paying attention

Maintaining
Keeping up or preserving an existing state

Mediating
Reconciling between parties through compromise

Monitoring
Keeping close watch over; supervising

Motivating
Providing with incentive; moving to action

Negotiating
Bargaining for a contract or business deal

Observing
Watching or perceiving in order to learn, remark or comment

Operating
Managing or working effectively

Organizing
Rearranging elements; coordinating parts
Painting
Representing pictures with paint

Performing
Giving public presentation through role or skill

Persuading
Inducing others to undertake course of action by reasoning

Planning
Act or process of making plans

Presenting
Bringing information before the public

Problem Solving
Working out difficulty through thought processes

Processing
Putting through steps of a procedure; running software

Programming
Planning/ scheduling activities and procedures

Promoting
Contributing to progress

Proposal/grant writing
Creating plan for suggestion and acceptance

Protecting
Shielding against harm or discomfort

Public Speaking
Addressing audiences effectively

Purchasing
Acquiring payment of money or equivalent; buying

Questioning
Expressing inquiry to receive a reply

Reading
Interpreting text or written material

Reasoning
Forming conclusions, judgments, or inferences from facts

Recording
Writing and preserving information and facts

Recruiting
Seeking engagement; enrollment

Rehabilitating
Restoring condition or good health

Repairing
Restoring condition after damage or injury

Researching
Scholarly or scientific investigation or inquiry

Reviewing
Looking over; studying; examining to give criticism

Scheduling
Planning for events or meetings for certain dates

Selling
Transferring goods or rendering services for money

Summarizing
Expressing in concise form

Supporting
Providing for; supplying with necessities

Teaching
Imparting knowledge or skill; giving instruction

Team Building
Developing and motivating groups

Testing
Fielding questions designed to determine knowledge

Theorizing
Formulating theories: speculating

Translating
Interpreting; explaining in terms more easily understood

Writing
Composing and producing in words or characters
Note: Do not feel discouraged if you find that you have many skills you would like to develop. One of the major reasons you are at WCU is to gain new proficiencies and build upon those you already have.

Now What? Bring it all together!

A. While the skill-assessment exercise does incorporate numerous skills, it certainly is not an all-encompassing list. Are there any skills not listed here that you have developed or plan to develop that you feel are important?

B. Do you notice any patterns or commonalities among the skills you identified?

C. Create your plan of action based on what you learned about yourself. Consider the steps below and check off tasks as you complete them:

- Ask others what they think are some of your strengths. Sometimes external insight helps you see yourself through a different lens
- Review classes within majors of interest and see if they match your skill set
- Reflect on skills you wish to grow and identify ways to practice those skills
  - Community and Campus Involvement
  - Special Certifications
  - Mass open online courses
- Check out career research tools that list common skills needed to do certain jobs