



## Identifying Skills & Competencies

Understanding your skills and expertise and presenting yourself to potential employers

## What skills, qualities and attributes do I possess?

- From education background
- From previous jobs
- From volunteering
- From other social activities
- From hobbies

## Identify your skills strengths

- Am I a people person?
- Am I a practical / hands on person?
- Am I an organised / numerical person?
- Am I a creative / ideas person?
- Am I a leader / manager person?
- Am I a technical person?



## People or communication skills

- 1 I enjoy meeting people and giving advice
- 2 I'm a good and sympathetic listener
- 3 I like to help people find ways to improve lives
- 4 I enjoy explaining things
- 5 I consider myself to be approachable and friendly

## Practical skills

- 1 I have many practical skills
- 2 I enjoy fixing and mending things
- 3 I like to construct or repair things
- 4 I enjoy working with my hands
- 5 I'm good at figuring out how things work
- 6 I'm fit and can do physical work

## Creative and ideas skills

- 1 I often come up with new ideas
- 2 I can often see many different solutions to a problem
- 3 I love creating through writing, music or art
- 4 I'm a visionary, I see possibilities for the future
- 5 I'm creative in designing things, events or activities

## Technical skills

- 1 I am good at using the computer
- 2 I have good knowledge of different IT packages
- 3 I can easily work out how to use most gargets
- 4 I enjoy figuring out how electrical appliances work
- 5 I like to repair or fix machinery

## Leadership and management skills

- 1 I like leading and directing other people
- 2 I enjoy motivating and organising people
- 3 I'm good at multi-tasking and having lots of tasks
- 4 I'm good at understanding systems/organisations
- 5 I'm happy to be responsible for people and offices
- 6 I do not mind working with a variety of people on a variety of tasks



## Descriptive words for competencies and skills

Actively	Eliminated	Motivated	Responsible
Accelerated	Established	Organise	Responsibilities
Adapted	Evaluate	Originate	Revise
Administer	Expanded	Participated	Review
Analyse	Expedite	Performed	Schedule
Approve	Founded	Plan	Significantly
Coordinate	Generate	Pinpointed	Simplicity
Conceived	Increased	Program	Set up
Conduct	Influence	Proposed	Solve
Completed	Implement	Proved	Strategy
Control	Improve	Provide	Structure
Created	Interpret	Proficient	Streamline
Delegate	Launched	Recommend	Successfully
Develop	Lead	Reduced	Supervise
Demonstrate	Lecture	Reinforced	Support
Direct	Maintain	Reorganised	Teach
Effect	Manage	Revamped	

## Self descriptive words

Active	Determined	Logical	Reliable
Adaptable	Diplomatic	Loyal	Resourceful
Aggressive	Disciplined	Mature	Respectful
Alert	Discrete	Methodical	Self-reliant
Ambitious	Economical	Objective	Sense of humour
Analytical	Efficient	Optimistic	Sincere
Attentive	Energetic	Perceptive	Sophisticated
Broad-minded	Enterprising	Personable	Systematic
Conscientious	Enthusiastic	Pleasant	Tactful
Consistent	Extroverted	Positive	Talented
Constructive	Fair	Practical	Will travel
Creative	Imaginative	Productive	Will relocate
Dependable	Independent	Realistic	