

## Appendix 3

### What are your skills?

Put a tick against the skills you have. Put a star against the ones you enjoy and are good at. Don't feel bad if you don't have many ticks or stars. Remember, research tells us that most people who are known to be successful at what they do tend to have a narrow range of skills (see chapter 11).

#### Basic life skills

- Reading, writing, basic arithmetic
- Punctuality
- Reliability
- Manners and politeness
- Hygiene
- Making a simple meal
- Knowing how to dress appropriately
- Setting targets/goals for your life
- Taking initiative to achieve results
- Finishing what you start
- Taking responsibility and ownership for personal actions and results
- Persistence
- Assertiveness
- Confidence/self-assurance
- Writing a letter
- Writing CVs
- Searching for information on the internet
- Managing money and budgeting

#### Learning

- Finding information
- Determining your learning needs
- Developing new/existing skills/talents to increase performance
- Monitoring your progress
- Adapting to change
- Other .....

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**Practical skills**

- Working with fabrics and clothing
- Building skills
- Machine shop/workshop skills
- Carpentry
- Electrics/electronics
- Plumbing
- Driving or operating vehicles
- Medical/first-aid skills
- Nursing skills
- Providing practical help/care
- Using complex equipment/instrumentation
- Manual dexterity
- Fast, skilled and coordinated movement
- Computer skills
- Word processing
- Repairing computers/electrical items/machinery/vehicles
- Other .....

**Beauty**

- Make-up
- Skin care
- Hairdressing/styling
- Massage
- Wardrobe and colour matching
- Manicure/pedicure
- Enjoying and understanding fragrances and perfumes
- Other .....

**Music, art, literature**

- Dancing/body movement
- Performing/acting/singing
- Drawing
- Painting
- Sculpting
- Drawing cartoons and caricatures
- Playing instruments

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- Writing poems or stories
- Narrating
- Comedy/humour
- Magic/sleight of hand
- Other .....

### **Sport**

- Athletics .....
- Ball games .....
- Water sports .....
- Equestrian .....
- Combat .....
- Fishing .....
- Other .....

### **Food**

- Cooking/catering/food preparation
- Knowing what combinations of ingredients work well together
- Creating menus and recipes
- Knowledge of wine
- Sourcing ingredients
- Other .....

### **Design**

- Clothing/shoe design
- Web design
- Software design/programming
- Graphic design
- Designing consumer products
- Designing machinery or tools
- Designing electrical/electronic circuits
- Designing buildings
- Interior design
- Other .....

### **Problem solving**

- Identifying problems/diagnostics
- Asking the right questions
- Working out root causes of problems

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- Predicting potential problems
- Generating a variety of possible solutions
- Implementing solutions
- Assessing results
- Developing criteria for making good decisions
- Deciding on best courses of action (strategy)
- Working out how to implement actions (logistics)
- Other .....

#### **Administration**

- Purchasing
- Stocktaking
- Filing
- Invoicing
- Banking
- Database input/retrieval
- Other .....

#### **Data, figures, calculations**

- Making basic calculations
- Recording data
- Systematically managing information and data
- Classifying data
- Compiling relevant data to measure results
- Calculating areas or quantities
- Budgeting money and other resources
- Keeping financial or data records
- Balancing accounts or books
- Auditing records
- Using statistics to find patterns and meanings in data
- Manipulating and deriving mathematical formulas
- Forecasting results
- Simulation/computer modelling
- Other .....

#### **Logic and thinking**

- Reasoning; abstractly using symbols and concepts
- Applying common sense
- Logically analysing and evaluating information

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- Working with complexity
- Seeing situations from multiple perspectives
- Integrating new information
- Working with details
- Remembering facts, figures and events accurately
- Using systems thinking
- Planning
- Envisioning the future
- Creating new ideas
- Connecting disparate ideas/theories
- Understanding the big picture
- Other .....

### **Working with people**

- Team work/cooperating and collaborating
- Caring for/working with children
- Caring for sick or disabled
- Caring for spiritual needs
- Caring for emotional needs
- Sense of humour
- Listening
- Showing empathy and compassion
- Conflict resolution and prevention
- Supervising
- Recruiting
- Persuasion
- Personnel management
- Including others in activity
- Accepting and accommodating individual differences
- Encouraging
- Boosting people's morale
- Counselling
- Mentoring
- Coaching
- Recognising and utilising others' skills and potential
- Welcoming/starting conversations with strangers
- Other .....

### **Results orientation skills**

- Organising activities
- Initiating activities
- Coordinating multiple events
- Prioritising multiple demands on your time
- Completing tasks and systematically achieving goals
- Evaluating progress and success
- Reducing risk
- Health and safety
- Other .....

### **Communication**

- Listening and asking questions to clarify information or instructions.
- Confronting others
- Persuading others
- Using tact and diplomacy
- Negotiation and finding win-win solutions
- Speaking in public
- Simplifying and summarising information
- Writing to express and explain yourself clearly
- Editing
- Teaching
- Demonstrating
- Explaining thoughts/ideas clearly
- Learning, speaking and writing foreign languages
- Translation
- Marketing
- Selling
- Other .....

### **Leadership**

- Challenging traditional wisdom/methods and asking if there is a better way
- Envisioning the future
- Developing trust
- Inspiring hope
- Harnessing shared values
- Setting challenging and inspiring goals
- Modelling the behaviours you want to see in others

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- Enlisting and inspiring others into action
- Searching for new opportunities
- Experimenting and taking calculated risks
- Building and developing new and existing relationships and contacts
- Developing confidence and competence in team members
- Empowering team members to take action and responsibility
- Rewarding and giving recognition
- Creating a community spirit
- Performing/coping in challenging situations
- Coordinating resources to reach goals
- Sharing leadership and developing a sense of equality
- Developing new leaders
- Engaging in personal and leadership development
- Other .....

**Natural world**

- A deep connection with animals, plants and the natural world
- An ability to understand their needs and tend to them
- Ability to identify and distinguish between species/rocks/clouds/landscapes
- Other .....

**Miscellaneous**

- A deep understanding and awareness of your own and other people's feelings. Why they are there and what they mean
- The ability to ask and ponder deep and meaningful questions about the nature of life, God and the universe
- Collecting ideas/information
- Collecting objects, books, etc.

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