

SKILLS Inventory

(SKILLS; © S. Rochat, 2021 )

Name :

Date :

Surname :

This questionnaire is designed to help you better understand your level of proficiency and enjoyment when performing certain tasks. Below, you will find a list of activities. For each one, indicate the extent to which you feel competent in performing it, as well as how much you enjoy doing it, by checking the appropriate boxes according to the following scale:

- Not at all: -
- A little/Neutral: =
- A lot: +

	Level of Proficiency			Level of Enjoyment		
	-	=	+	-	=	+
1. Having a broad overview						
2. Establishing and communicating a strategic vision						
3. Setting priorities and defining a course of action						
4. Rallying people around a vision						
5. Fostering organizational culture						
6. Promoting innovation						
7. Supporting and facilitating change						
8. Motivating, inspiring and engaging people						
9. Leading by example						
10. Demonstrating humility						
11. Building effective teams						
12. Leading and managing teams						
13. Identifying and developing potential						
14. Encouraging people						

	Level of Proficiency			Level of Enjoyment		
	-	=	+	-	=	+
15. Fostering a collaborative environment						
16. Resolving conflicts						
17. Listening to concerns and responding to people's needs						
18. Delegating and allocating work						
19. Fostering team coordination						
20. Providing a clear framework and clear instructions						
21. Practicing active listening						
22. Adapting one's message to the audience						
23. Communicating clearly and convincingly in writing						
24. Communicating clearly and convincingly verbally						
25. Mastering the principles of visual communication						
26. Understanding non-verbal behavior						
27. Giving constructive feedback						
28. Negotiating						
29. Persuading and rallying others to one's cause						
30. Demonstrating tact and diplomacy						
31. Observing attentively						
32. Gathering and processing relevant information						
33. Analyzing complex and ambiguous situations						
34. Identifying problems						
35. Identifying possible solutions						
36. Identifying available resources						
37. Making decisions						
38. Demonstrating insight and sound judgment						
39. Remaining optimistic in the face of adversity						
40. Identifying, discussing and learning from one's mistakes						
41. Demonstrating integrity						
42. Being reliable and honoring one's commitments						

	Level of Proficiency			Level of Enjoyment		
	-	=	+	-	=	+
43. Following rules and instructions						
44. Maintaining order and taking care of equipment						
45. Being punctual and meeting deadlines						
46. Paying attention to detail and being precise						
47. Taking responsibility for one's actions						
48. Being committed to one's work and striving for excellence						
49. Showing professionalism						
50. Demonstrating honesty and integrity						
51. Working independently						
52. Managing multiple tasks and being polyvalent						
53. Demonstrating proactivity and initiative						
54. Being curious and open-minded						
55. Considering different perspectives						
56. Tolerating risk and uncertainty						
57. Adapting to a changing environment						
58. Taking unforeseen circumstances into account						
59. Developing contingency plans						
60. Being willing to challenge and reassess oneself						
61. Thinking divergently						
62. Using one's imagination						
63. Developing hypothetical scenarios						
64. Finding new ways of doing things						
65. Generating multiple ideas in a row						
66. Reframing things from a new perspective						
67. Daring to act without fearing of making mistakes						
68. Questioning assumptions and challenging the obvious						
69. Having fun and setting personal challenges in one's work						
70. Listening to and following one's intuition						
71. Setting and prioritizing goals						

72. Identifying intermediate milestones
73. Setting and meeting deadlines
74. Anticipating obstacles
75. Mobilizing available resources
76. Developing and implementing strategies
77. Assessing progress
78. Establishing and/or managing a budget
79. Aligning means with ends
80. Planning the course of action
81. Staying organized and managing time effectively
82. Self-motivating and persevering
83. Knowing and respecting one's limits
84. Being authentic and true to one's values
85. Demonstrating self-control
86. Being able to laugh at oneself
87. Practicing introspection
88. Listening to, understanding and managing one's emotions
89. Performing under pressure and managing stress
90. Learning and pursuing continuous development
91. Building healthy relationships
92. Maintaining long-term relationships
93. Giving and receiving constructive criticism
94. Giving and receiving compliments
95. Demonstrating tolerance and respect
96. Earning and deserving the respect of others
97. Being polite and courteous
98. Seeking out others' expertise
99. Facilitating and leading a group
100. Knowing how to ask for help
101. Knowing how to say no and asserting oneself
102. Trusting others

[illegible]

103. Earning and inspiring trust
104. Networking and leveraging one's network
105. Appreciating the value of teamwork
106. Demonstrating empathy
107. Reassuring and lifting others' spirits
108. Being patient with others
109. Demonstrating generosity
110. Sharing knowledge and giving back
111. Teaching and facilitating learning
112. Bringing out the best in others
113. Celebrating others' success
114. Making time for others and being available
115. Being sensitive to cultural differences
116. Offering help and support
117. Being curious about others' experiences
118. Understanding and considering others' perspectives and feelings
119. Using humor to ease the atmosphere
120. Bringing a positive atmosphere
121. Identifying one's interests, values and personal characteristics
122. Researching the job market
123. Being attentive to one's professional needs
124. Finding or creating meaning in one's career
125. Making career decisions
126. Turning career choices into action
127. Keeping one's resume regularly updated
128. Performing well in job interviews
129. Creating and seizing professional opportunities
130. Learning from and leveraging professional setbacks
131. Mastering computer and digital tools

[illegible]

	Level of Proficiency				Level of Enjoyment		
	-	=	+		-	=	+
132. Being comfortable working with numbers							
133. Being skillful with one's hands							
134. Demonstrating physical stamina							
135. Having good spatial awareness							
136. Distinguishing colors accurately							
137. Coordinating one's movements							
138. Driving a vehicle smoothly							
139. Assembling, building and manufacturing objects							
140. Maintaining, organizing and cleaning equipment or premises							

Based on the list above, which 5 competencies do you feel best characterize you?

1.	
2.	
3.	
4.	
5.	

SKILLS Inventory Rating

	Items	Skills Area	Level of Proficiency	Level of Enjoyment
	1 à 10	Leadership		
	11 à 20	Management		
	21 à 30	Communication		
	31 à 40	Problem Solving		
	41 à 50	Work Ethic		
	51 à 60	Flexibility		
	61 à 70	Creativity		
	71 à 80	Project Management		
	81 à 90	Self-Management		
	91 à 105	Social Skills		
	106 à 120	Interpersonal Skills		
	121 à 130	Career Management		
	131 à 140	Technical Skills		

Analysis approach according to the Knowdell's (2011) matrix

	Proficiency -	Proficiency +
Enjoyment -	To avoid	Risk of burn-out
Enjoyment +	Training possibilities	To explore

Référence: Knowdell, R. L. (2011). *Motivated skills card sort*. Career Network.