



Identifying My Power Skills

- 1. Rate enjoyment** Go through the list and indicate how much you like using each skill (1-do not enjoy, 2-enjoy, 3-enjoy very much). Do not consider how good you are at the skill—only consider how much you enjoy using it.
- 2. Rate competence** Now go through the list and rate how good you are at each skill (1-little skill, 2-average skill, 3-high level of skill).
- 3. Power skills** Place a check mark next to the skills that you rated as 3 for both enjoyment and competence. These are your Power Skills.
- 4. If you have less than 12 Power skills**, review the list of skills that you rated as 3 for enjoyment and 2 for competence. Select up to 8 skills that you would like to use in your next career. *Try to limit the total number of skills that you would like to use in your next career to no more than 20.*

Rate enjoyment 3-enjoy very much 2-enjoy 1-do not enjoy	Rate competence 3-high skill 2-average skill 1-little skill	Power skill Check those rated 3 in enjoyment and competence	Transferable skills
			Act as a liaison – represent, serve as a link between individuals or group
			Adapt to change – easily and quickly respond to changing assignments, work settings and priorities
			Analyze – break down, figure out problems logically
			Budget – economize, save, stretch money or other resources
			Classify – group, categorize, systemize data, people, of things
			Computer literate – develop, organize, and complete tasks and projects using software programs such as Microsoft Word, Excel, and PowerPoint
			Conceptualize – conceive and internally develop concepts and ideas
			Counsel – facilitate insight and personal growth; guide, advise, coach students, employees, or clients
			Customer service – effectively solve problems and challenges that satisfy customers

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			Deal with ambiguity – be comfortable and effective with issues that lack clarity, structure or certainty
			Deal with feelings – draw out, listen, accept, empathize, express sensitivity, defuse anger, calm, inject humor, appreciate
			Delegate – achieve effective results by assigning tasks to others
			Design – structure new or innovative practices, programs, products or environments
			Entertain, perform – amuse, sing, dance, act, play music for, give a demonstration to, speak to an audience
			Estimate – appraise value or cost
			Evaluate – assess, review, critique feasibility or quality
			Expedite – speed up production or services, trouble-shoot problems, streamline procedures
			Generate ideas – reflect upon, conceive of, dream up, brainstorm ideas
			Implement – provide detailed follow-through of policies and plans
			Improvise – to effectively think, speak and act without preparation
			Initiate change – exert influence on changing the status quo, exercise leadership in bringing about new directions
			Innovate/invent – create unique ideas or combine existing ideas to obtain a new or unique result
			Interview for information – draw out subjects through incisive questioning
			Maintain records – keep accurate and up-to-date records; log, record, itemize, collate, tabulate data
			Make arrangements – coordinate events, handle logistics
			Make decisions – make major, complex, or frequent decisions
			Manage time – ability to prioritize, structure and schedule tasks to maximize effort and meet deadlines
			Mediate – manage conflict, reconcile differences
			Mentor – educate, guide, coach or counsel a less accomplished or junior colleague
			Monitor – keep track of the movement of data, people, or things
			Motivate – recruit involvement, mobilize energy, stimulate peak performance

Rate enjoyment 3-enjoy very much 2-enjoy 1-do not enjoy	Rate competence 3-high skill 2-average skill 1-little skill	Power skill Check those rated 3 in enjoyment and competence	Transferable skills p. 3
			Multi-task – to effectively manage a variety of tasks and projects simultaneously
			Negotiate – bargain for rights or advantages
			Observe – study, scrutinize, examine data, people, or things scientifically
			Perceive intuitively – sense; show insight and foresight
			Plan, organize – define goals and objectives; schedule and develop projects or programs
			Portray images – sketch, draw, illustrate, paint, photograph
			Proofread, edit – check writing for proper usage and stylistic flair, make improvements
			Read for information – research written resources efficiently and exhaustively
			Research on-line – able to use search engines and the world wide web to gather and organize information and data
			Sell – promote a person, company, goods or services; convince of merits; raise money
			Strategize – effectively plan and develop long-range strategies that successfully accomplish objective
			Supervise – oversee, direct the work of others
			Synthesize – integrate ideas and information, combine diverse elements into a coherent whole
			Teach, train – inform, explain, give instruction to students, employees, or customers
			Team work – easily and effectively work with others to obtain results
			Test – measure proficiency, quality, or validity; check and double-check
			Use mechanical abilities – assemble, tune, repair, or operate engines or other machinery
			Visualize – imagine possibilities, see in mind’s eye
			Work with numbers – easily calculate, compute, organize, understand and solve numerical and quantitative problems
			Write – compose reports, letters, articles, ads, stories, or educational materials

List your Power Skills here:

Using My Power Skills

Consider your identified Power Skills and respond to the following questions. Try to be as specific as possible.

How have you used these skills before? Give examples.

In what settings would you like to use these skills?

For what purpose would you like to use these skills?

It is helpful to remember that it may take some time to answer these questions. As you learn more about yourself and various career options, you can revisit this activity to add to or clarify what you have written.