



## 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.

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

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

			<b>Plan, organize</b> – define goals and objectives; schedule and develop projects or programs
			<b>Portray images</b> – sketch, draw, illustrate, paint, photograph
			<b>Proofread, edit</b> – check writing for proper usage and stylistic flair, make improvements
			<b>Read for information</b> – research written resources efficiently and exhaustively
			<b>Research on-line</b> – able to use search engines and the world wide web to gather and organize information and data
			<b>Sell</b> – promote a person, company, goods or services; convince of merits; raise money
			<b>Strategize</b> – effectively plan and develop long-range strategies that successfully accomplish objective
			<b>Supervise</b> – oversee, direct the work of others
			<b>Synthesize</b> – integrate ideas and information, combine diverse elements into a coherent whole
			<b>Teach, train</b> – inform, explain, give instruction to students, employees, or customers
			<b>Team work</b> – easily and effectively work with others to obtain results
			<b>Test</b> – measure proficiency, quality, or validity; check and double-check
			<b>Use mechanical abilities</b> – assemble, tune, repair, or operate engines or other machinery
			<b>Visualize</b> – imagine possibilities, see in mind’s eye
			<b>Work with numbers</b> – easily calculate, compute, organize, understand and solve numerical and quantitative problems
			<b>Write</b> – compose reports, letters, articles, ads, stories, or educational materials

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### List your Power Skills here

1.	11.
2.	12.
3.	13.
4.	14.
5.	15.
6.	16.
7.	17.
8.	18.

9.	19.
10.	20.

## 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.