



START FROM SCRATCH

Skills

STEP 1: Figure out your skills

Use the skills workout tool below to help you identify what skills you have, or what skills you want or need to develop.

It can help you decide what service you might like to provide, or what areas you need to focus training on. In Step 1, select skills you have or would like to develop, and use Step 2 to show examples of your skills.

Data and Information Skills	
Working with computers <i>Using software (e.g. MS-Office, Pastel, SAP etc.), programming or working in programming languages; developing computer tools; repairing computers; using, developing and maintaining databases.</i>	Planning and organizing <i>Managing work flows; organising/planning/managing events and projects; being responsible for your own or other's time management; using organisational or planning tools; coordinating activities.</i>
Managing finances <i>Budgeting or being responsible for a budget; book keeping; accounting; preparing financial statements; managing money and cash flows; managing accounts; staff pay; banking; financial planning.</i>	Research and investigating <i>Researching; experimenting; investigating or exploring facts, ideas and information; discovering ideas and solutions; developing new things; problem solving; gathering and processing information.</i>
Administration <i>Carrying out administrative or clerical tasks, such as typing; word processing; filing; preparing documents (letters, reports or papers); organising information; managing calendars; transcription</i>	Analysing <i>Interpreting information such as statistics or the results of experiments; processing or comparing information; problem solving; evaluating and reviewing; sorting information and ideas</i>
Mathematical <i>Working with statistics or calculus; making calculations; estimating costs or values</i>	Internet <i>Design websites, website maintenance, blog creation, SEO, virtual events, social media, e-commerce, shopping cards, list building, affiliate management</i>
Creative and Design Skills	
Artistic and creative <i>Drawing; painting; sculpting; photography; singing; playing musical instruments; composing; designing and creating (clothing, objects, art, buildings, machinery, tools etc); inventing ideas or objects; thinking of and developing new ideas and approaches</i>	Designing <i>Designing or developing plans, drawings, buildings, machinery, tools, clothing or other objects; discovering solutions; working creatively with spaces, shapes or colours; inventing; creating products and processes</i>



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Performing

Acting in a film or play; playing and performing music for others; being in a band; singing; conducting; public speaking

Personal Skills

Personal management skills

Managing your time; working under pressure; setting and meeting goals; improving on own learning and performance

Teamwork

Working well as part of a team or group of people

Communication Skills

Writing

Creative writing (poetry, stories, scripts or novels); writing news stories; feature writing; writing technical information, reports or business documents; writing for advertising or marketing; writing for fun.

Languages

The ability to speak, read, write, interpret, understand or translate other languages.

People Skills

Customer service

Greeting people at a reception; working in a shop and helping or serving customers; responding to customer queries in person or on the phone; dealing with clients.

Motivating

Encouraging individuals or groups; giving people confidence; supporting and helping individuals or groups to reach their goals.

Marketing, Sales and Persuading

Creating marketing campaigns, selling objects, ideas or things; being involved in marketing of goods or services; persuading or influencing others.

Negotiating

Helping individuals or groups come to an agreement, settle differences or find a solution; negotiating contracts/conflicts/deals between different parties.

Teaching and instructing

Teaching; training or coaching others; explaining things; demonstrating how to do something; instructing; helping others to learn new skills.

Caring for people

Responding to the needs of others; helping, supporting individuals, groups or communities; caring for people; nursing; working with sick people; working with people with a disability.

Counselling

Helping or working with groups or individuals to analyse and solve their problems, or understand themselves; listening; helping people decide what to do next

Managing and supervising

Managing; supervising or leading individuals or groups of people; guiding; ensuring another person's work is done; organising others.



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Advising

Recommend or proposing ideas or products; helping people to bring about change in themselves or their work; giving an opinion; helping people to problem solve; advising groups or communities

Demonstrating and presenting

Public speaking; presenting ideas or information in oral form; showing people how something is done or works

Practical / Technical Skills

Building and assembling things

Putting things together; building buildings or other structures; construction; building and assembling machinery; fashioning or shaping materials; making things.

Working with animals

Caring for animals; healing sick animals; breeding animals.

Operating vehicles

Driving cars, vans, buses or trucks; flying planes or helicopters; riding bikes; skipping boats; navigating

Working with plants

Gardening, growing or caring for plants; forestry work such as planting, pruning, thinning and felling; developing new species of plants

Food handling and preparation

Food preparation; cooking; knife handling; butchering; food handling; grading and inspecting food

Working with tools, machinery and equipment

Using tools, machinery and equipment such as sewing machines, lathes, power tools, engines, computers, computer operated machinery.

Repairing and maintaining things

Caring for or repairing tools, equipment or machinery; fixing and repairing things; checking equipment or machinery is working correctly; maintaining equipment or machinery

Working with your hands

Precision work; handling things with precision and speed; personal care such as hairdressing or massage; using tools and objects

Physical activity

Playing sport; outdoor guiding; gym instructing; coaching and training others; physical and active work



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Step 2: My Skills

Give examples of all the skills you've marked in Step 1.
(print as many pages as you need)

Skill:

Example:

Skill:

Example:

Skill:

Example:

Skill:

Example:

Skill:

Example:



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Step 3: Start Getting Some Focus

1. Make a list of all the skills you are very good at and a separate list of all the things you really enjoy doing.

What I'm very good at	What I really enjoy doing

2. What are the common factors between the two lists?

3. If you have to choose only FIVE skills to offer as services to clients, what would it be?

- 1)
- 2)
- 3)
- 4)
- 5)