



Community Information & Volunteer Centre

Skill Inventory

Instructions:

- Read the specific skills for each skill set
- Put a check in the box for the skill sets you want to offer in a volunteer experience

SKILL SET	✓	YOUR STRENGTHS
Communication Skills		reading ♦ writing ♦ talking ♦ listening ♦ questioning ♦ explaining ♦ resolving conflicts ♦ persuading ♦ teaching
Leadership Skills		making decisions ♦ directing/supervising ♦ initiating ♦ planning ♦ organizing ♦ coaching
Teamwork Skills		serving ♦ assisting ♦ cooperating ♦ facilitating ♦ advising/counselling ♦ supporting ♦ collaborating ♦ following ♦ helping
Critical Thinking Skills		problem solving ♦ investigating/researching ♦ assessing ♦ analyzing ♦ synthesizing
Numeracy Skills		counting ♦ calculating ♦ measuring ♦ estimating ♦ budgeting ♦ sorting ♦ filing ♦ scheduling ♦ classifying
Problem-Solving Skills		assessing ♦ adapting ♦ collaborating ♦ visioning ♦ tracking trends ♦ researching
Organizational Skills		managing information ♦ managing multiple responsibilities ♦ administering ♦ scheduling ♦ coordinating ♦ planning
Technical Skills		using computers ♦ operating equipment ♦ maintaining equipment ♦ constructing ♦ repairing ♦ building
Self Management Skills		assessing ♦ adapting ♦ risk taking ♦ managing time ♦ learning ♦ managing money ♦ being self directed ♦ building relationships ♦ managing stress ♦ collaborating ♦ personal marketing
Creative Skills		creating/inventing ♦ designing/displaying ♦ improvising/experimenting/adapting ♦ performing/entertaining ♦ drawing/painting/sculpting ♦ writing/playwriting/composing