**Technical Skills Inventory Worksheet**

**Technical Skills words derived from your experience:** Review the following lists, and select all the verbs that describe actions you performed in your career that are relevant to your career objective/target. At this point, do not try to remember specifically what it was you did. Instead, simply check all appropriate words. You may add to the list if needed.

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| **Communication:** | | **Leadership:** | | **Administration:** | |
|  | Arbitration |  | Delegating |  | Analyzing |
|  | Coping with Difficult People |  | Directing |  | Controlling |
|  | Making Presentations |  | Empowering |  | Expediting |
|  | Negotiating |  | Managing |  | Persevering |
|  | Public Speaking |  | Motivating |  | Policy Development |
|  | Secondary Languages |  | Problem Solving |  | Prioritizing |
|  | Selling Ideas |  | Risk Taking |  | Project Implementation |
|  | Thinking/Speaking on Feet |  | Staff Development |  | Reviewing |
|  | Using Excellent Vocabulary |  | Supervising |  | Scheduling |
|  | Writing/Reporting |  |  |  |  |
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| **Planning:** | | **Training:** | | **Technology:** | |
|  | Conceiving |  | Coaching |  | Inputting |
|  | Creativity |  | Counseling |  | Programming |
|  | Designing |  | Designing Instruction |  | Research |
|  | Developing |  | Explaining Concepts |  | Troubleshooting |
|  | Developing Strategy |  | Facilitating |  | System Analysis |
|  | Implementing |  | Guiding |  | System Designing |
|  | Improving |  | Instructing |  | System Development |
|  | Initiating |  | Mentoring |  | Using Computer Knowledge |
|  | Innovation |  | Planning Classes |  |  |
|  | Visualizing |  | Presentation |  |  |
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| **Interaction with People:** | | **Organization:** | | **Controlling:** | |
|  | Advising |  | Assigning |  | Accounting |
|  | Delegating |  | Coordinating |  | Appraising |
|  | Interviewing |  | Developing |  | Assessing |
|  | Motivating |  | Gathering Data |  | Auditing |
|  | Persuading |  | Improvising |  | Budgeting |
|  | Team Building |  | Liaising |  | Financial Analysis |
|  | Using Diplomacy/Tact |  | Prioritizing |  | Managing Money |
|  | Using Empathy/Sensitivity |  | Scheduling |  | Reviewing |
|  | Recruiting |  | Setting Goals |  |  |
|  |  |  | Team Building |  |  |
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| **Software/Hardware:** | | **Certifications:** | | **Licenses:** | |
|  | Computer Software |  |  |  |  |
|  | Specialty Computer Programs |  |  |  |  |
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**CREATE YOUR OWN CATEGORIES:**

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