

Protégé Professional Skills Assessment Exercise

Any job you have or career you choose should provide an opportunity for both success and enjoyment. The following instrument is designed to help you identify the professional skills that you both enjoy using and have in the past had some success using. Discovering these skills can be important for your future professional development and career planning. A career built not only on your strengths, but on the skills you enjoy using is a career that can promise you greater satisfaction. The following process for identifying the professional skills you use successfully and enjoy using is an enlightening one. Have fun with it!

Think about achievements in your life since you graduated from high school. Remember that an achievement is defined as a task or an activity that you completed that you both enjoyed and excelled at. As a task or activity it should be somewhat specific and discrete. For example, becoming more self-confident is certainly an accomplishment, but using your self-confidence to negotiate a raise would be an achievement, but to you it was a successful and enjoyable undertaking.

- ❖ On fifteen different Post-it notes or index cards, list your 15 most prominent achievements.
- ❖ Sort these achievements in descending order from most important to least important.
- ❖ List your 10 most important achievements in the 10 column headers on the following page.
- ❖ Taking each achievement one at a time, go down the column of the professional skills listed and check each of those skills you used in completing that particular achievement.
- ❖ After completing this process for all ten achievements, total the check marks across and record in the Skill Total column the total number of times you checked each professional skill.
- ❖ The seven professional skills you checked most often are likely to be the skills you most enjoy using and perhaps are most motivated to use.
- ❖ Skills for which you have no check marks are those for which you may have limited experience and can be used to identify skills for continued professional development.

Adapted from Marci, D. *Organizational Behavior: Experiences and Cases*, 4th ed. Minneapolis: West, 1995.

Achievements ⇔											Skill Total
Analytical Skills Comparing, evaluating, and understanding complex problems or situations											
Interpersonal Communications Skills Speaking with clarity, addressing both thoughts and feelings, clarifying misunderstandings, and listening effectively, thorough use of questions, reflecting skills, and attention to non-verbal cues.											
Making Presentations Presenting ideas to groups of people, with attention to audience response as well as effectively structuring presentation of information											
Writing Skills Writing with clarity, conciseness, good logic, with appropriate attention to creativity if called for.											
Manipulating Data and Numbers Processing Information and numbers skillfully, planning and administering budgets, preparing statistical reports.											
Entrepreneurial Skills and Innovation Recognizing and seizing opportunities for new ideas or products, creating new services or processes or products.											
Leading and Managing Others Inspiring others, assessing other's abilities, delegating effectively, motivating others to achieve a set of goals, setting priorities.											
Learning Skills Grasping new information quickly, using common sense to deal with new situations using feedback from others to increase effectiveness.											
Team Membership Skills Working well on committees, incorporating a variety of perspectives toward a common goal											
Conflict Resolution Skills Dealing with differences of personality and/or opinion, confronting others effectively, taking responsibility for my "share" of the conflict.											
Developing, Helping, Teaching, Training Encouraging, guiding and evaluating others; explaining and or demonstrating new ideas or skills, creating an environment form growth.											
Technical Competence Demonstrating skill in specific functional areas; i.e., engineering, marketing, financial analysis, etc.											