

Functional Skills: Knowing Your Strengths

Major & Career Exploration

Functional skills are competencies that are transferable to many different work settings. Developing a list of the functional skills you possess and most enjoy using can help you focus on majors and jobs that would fit your talents and provide satisfaction.

Place an X next to all of the skills that you believe you possess. Once you've completed that action, go back through the list and place a star (*) next to the top 10 skills you would enjoy using most. After completing these tasks, proceed to the next page.

COMMUNICATION

Exchange, convey, and express knowledge and ideas.

- Write
- Edit
- Summarize
- Communicate Verbally
- Listen
- Facilitate Discussion
- Consult
- Teach
- Train
- Sell
- Promote
- Use Languages
- Interview
- Ask Questions
- Present
- Negotiate
- Hold Conversations
- Entertain, Perform
- Host
- Interact with the Public
- Public Speaking
- Work in a Team

ORGANIZATION MANAGEMENT

Direct and guide a group in completing tasks and attaining goals.

- Solve Problems
- Manage Time
- Make Decisions
- Lead
- Meet Deadlines
- Supervise
- Motivate
- Recruit
- Resolve Conflicts
- Mediate
- Initiate Projects
- Organize
- Coordinate
- Handle Logistics
- Put Theory into Practice
- Delegate
- Give Directions
- Assume Responsibility
- Determine Policy
- Interpret Policy
- Apply Policy
- Set Priorities
- Strategize

RESEARCH & EXPLORATION

Search for specific knowledge.

- Analyze Ideas
- Analyze Data
- Research
- Investigate
- Read for Information
- Interview for Information
- Gather Data
- Evaluate
- Critical Thinking
- Synthesize Information
- Observe
- Outline
- Formulate Hypotheses
- Develop Theories
- Calculate, Compare

DESIGN & PLANNING

Imagine the future and develop a process for creating it.

- Anticipate Problems
- Plan
- Conceptualize
- Design
- Display
- Format, Create the Layout
- Design Programs
- Anticipate Consequences
- Brainstorm New Ideas
- Think Visually
- Improvise
- Compose
- Adapt
- Create Images

INFORMATION MANAGEMENT

Arrange and retrieve data, knowledge, and ideas.

- Use Math Skills
- Organize Information
- Manage Information
- Keep Records
- Use Logic
- Develop Systems
- Categorize
- Summarize
- Streamline Systems
- Monitor

PHYSICAL

Use hands or tools to build, repair, and invent.

- Build
- Construct
- Invent
- Operate Equipment
- Repair
- Restore
- Use Physical Coordination

One more category!

HUMAN SERVICES

Attend to physical, mental, or social needs of people.

- ___ Use Interpersonal Skills
- ___ Use Knowledge of Group Dynamics, Processes
- ___ Being Sensitive to the Needs of Others
- ___ Empathize
- ___ Counsel
- ___ Advocate
- ___ Use Intuition
- ___ Coach
- ___ Provide Care

Write your top 10 skills in the space below with a brief example of how you have used each in a job, internship, co-curricular activity, or during class.

YOUR TOP 10 PREFERRED FUNCTIONAL SKILLS

EXAMPLE OF HOW YOU USED THIS SKILL

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.