

Professional Skill Analysis

Self-Assessment Worksheet

1. **LEARNING PLAN:** *Short and long range plan: graduate education, certification, reading.*

Assessment:	Action:
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2. **PERSONAL ORGANIZATION:** *Clear system of capture, prioritization, and assessment.*

Assessment:	Action:
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3. **LEADERSHIP:** *Evidence of project management, committee leadership*

Assessment:	Action:
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4. **NETWORKING:** *Evidence of civic, community, volunteer and professional organization involvement*

Assessment:	Action:
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5. **SPEAKING:** *Evidence of quality public speaking and presentation opportunities*

Assessment:	Action:
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6. **WRITING:** *Evidence of narrative, persuasive, business and personal writing*

Assessment:	Action:
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7. **LISTENING/CONVERSATION:** *Active listening skills, note-taking; not interrupting*

Assessment:	Action:
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8. **FINANCIAL ACUMEN:** *Comfort discussing organization's budget; relevant economic conditions*

Assessment:	Action:
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9. **SECTOR:** *Comfort discussing key trends, issues and media related to sector*

Assessment:	Action:
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10. **NONPROFIT:** *Comfort discussing key trends, issues and media related to philanthropy*

Assessment:	Action:
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Internal

External

STRENGTHS:

Skills and Experiences You Possess

OPPORTUNITIES:

In Your Organization, Sector or Beyond

WEAKNESSES:

Skills and Experiences You Need

THREATS:

In Your Organization, Sector or Beyond