

Key Strength Identification Sheet

To complete: Read through the Descriptive Actions and HIGHLIGHT the skills that you have the ability to do. Then go back and UNDERLINE the skills that you enjoy doing. Identify the categories that show BOTH skills you CAN do and ENJOY doing. Notice that this exercise will help define your preferred management style.

| Example: Descriptive Actions | Category |
|---|----------|
| Expeditors | |
| Research, observe, investigate, study, perceive, sense, measure, test, inspect, examine | Research |

| Descriptive Actions | Category |
|---|----------------------|
| Expeditors | |
| Research, observe, investigate, study, perceive, sense, measure, test, inspect, examine | Research |
| Analyze, compare, extract, correlate, derive, evaluate, differentiate, identify | Analysis |
| Interpret, explain, understand, portray, advise | Interpretation |
| Assemble, build, prepare, fabricate, rebuild | Assembly |
| Install, fit, tailor, customize, test | Installing |
| Operate, run, maintain, fix | Operating |
| Communicators | |
| Listen actively, understand the message others are delivering | Listening |
| Write clearly, consistently and effectively; use the written word to get results | Written Presentation |
| Speak clearly, concisely and effectively; use the spoken work to get results | Verbal Presentation |
| Persuade, convince, influence, overcome opposition, sell | Persuasion |
| Negotiate, mediate, intervene, resolve differences | Negotiation |
| Planners | |
| Console, help others in need, be friendly and attentive | Sympathy |
| Empathize, understand needs/feelings of others, relate to issues/concerns of others | Empathy |
| Imagine, visualize, conceptualize | Imagination |
| Ask "what if?" or "why not?" then act to find the answer, | Vision |

"see" the future clearly

Synthesize, adapt, bring together with imagination Synthesis

Write creatively, draw, sketch, sculpt, paint Artistry

Administrative

Systematize, coordinate, organize, develop procedures Systematizing

Data entry, bookkeeping Numerical

Financial analysis, banking operations Finance

Work with computers, assist with hardware & software issues/usage, provide documentation Programming

Management

Solve, trouble-shoot, improve, critique, re-direct, redesign, restructure Problem-Solving

Plan long-term, plan short-term, forecast, strategize, set goals Planning

Lead, show the way, govern, inspire, motivate Leadership

Decide, judge, select, decide under pressure, arbitrate Decision-Making

Personal

Take the initiative, be among the first to do or try Initiative

Be flexible, adapt easily to change, be "politically aware" Flexibility

Work well with a team, be a team player when necessary Team Player

Persist, persevere, show tenacity, tie up all loose ends Follow-through
