

Guidelines for **Identifying my skills, competencies and strengths**

Instructions:

Your goal is to assist your partner to **identify all the strengths, skills, and competencies s/he used in each example**. Identify at least **eight (8)**!

By the end, ensure your partner records all the skills, strengths and qualities coming out of the discussion in his Personal Strengths Summary Chart (on the second page).

Sample questions:

- **Tell me about an achievement you are particularly proud of.**
- **What enabled you to do that?**
- **What particular skills, strengths or qualities did you use?**

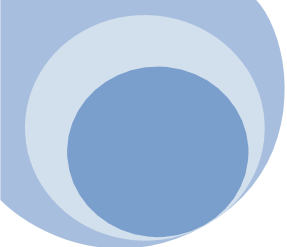
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Definitions and examples

Skill: The ability to do something well; expertise. The learned ability to carry out a task with pre-determined results often within a given amount of time, energy, or both (e.g. the abilities that one possesses). *E.g.: Planning, listening, negotiating, writing, language skills, etc.*

Competence: An important skill that is needed to do a job. The ability of an individual to do a job properly. *E.g.: Analytical thinking, client service, decision making, project management, problem solving, flexibility, leadership, etc.*

Strength: A good or beneficial quality or attribute of a person. The emotional or mental qualities necessary in dealing with difficult or distressing situations. *E.g.: Ambitious, accurate, communicative, determined, persuasive, autonomous, etc.*



MY PERSONAL STRENGTH SUMMARY CHART

