

## TRAITS AND SKILLS



**Directions:** Check off traits or skills you have. If you have all of these, then name someone in each area who could pick up the slack if you were incapacitated or to whom you could delegate.

Name	Check ME	Check OTHER	Trait/ Attribute / Skill
			<b><i>Self-Management (Attribute – Cannot be taught)</i></b>
			<u>Decisiveness</u> – Able to make decisions on available information and take action, keep to commitments.
			<u>Resourcefulness</u> – Ability to resolve issues and find ways to work around ambiguous problems.
			<u>Teamwork</u> – Able to build high morale and group commitments when working with others.
			<u>Reliability</u> – Can be counted on to meet commitments, timelines, dates and times for meetings.
			<u>Attention to detail</u> – Ability to ensure that small details and specific tasks are completed with high accuracy.
			<u>Initiative, drive</u> – Being a self-starter, willing to start projects and get things done.
			<u>Sense of humor</u> – Ability to see the humor in challenging and difficult situations.
			<u>Easy-going</u> – Ability to tolerate ambiguity, overlook minor incidents and drawbacks.
			<u>Empathy</u> – See issues and concerns from the other person’s point of view, establish rapport.
			<b><i>Transferrable (Skill – Can be taught)</i></b>
			<u>Goal Setting</u> – Able to define specific goals and objectives, and prioritize
			<u>Written Communication</u> – Able to write effectively and gain information from written materials
			<u>Negotiation</u> – Ability to work with multiple parties and negotiate solutions.
			<u>Leading projects</u> – Influence the actions and opinions of others, exhibit judgment and lead others.
			<u>Oral Communication</u> – Clearly present information and influence others in positive or negative circumstances.
			<u>Listening</u> – Actively hearing and listening to someone else, repeating what was said for understanding.
			<u>Counseling, guiding</u> – Be supportive of other individuals, while simultaneously building credibility and rapport.
			<u>Numbers, budgets</u> – Strong understanding of financial matters, balancing checkbooks, managing numbers.
			<u>Organization</u> – Organize and schedule people and tasks, develop action plans leading to specific goals.