

# Personal Skills Inventory



*Suggested Use:* Between-session task. May be particularly helpful when a mentee is unsure of which personal skills they would like to develop.

## Self-Awareness

1. Is able to identify own emotions and manage them in a healthy way.
2. Has a realistic view of own abilities, strengths and weaknesses.
3. Is able to recognise symptoms of stress and take appropriate action to reduce stress.

## Self-Discipline

4. Demonstrates a balanced work-life rhythm.
5. Consistently gives careful thought before responding or deciding.
6. Consistently fulfils commitments and obligations.
7. Accepts responsibility for own actions and behaviours.
8. Adapts well to changes in circumstances.
9. Is a good steward of time and resources (one's own and others').

## Empathy

10. Is able to anticipate, understand and meet the needs of others in a healthy way.
11. Is able to help others find the next steps to develop their abilities.
12. Is sensitive to group dynamics and relationships.

## Motivation

13. Demonstrates commitment to achieving agreed-upon goals.
14. Consistently demonstrates a positive attitude even when things do not go according to plans.
15. Takes initiative.
16. Looks for ways to overcome difficulties.
17. Is open to participate in new tasks.
18. Demonstrates interest in further developing skills and invests in ongoing, holistic growth.

## Social Skills

19. Is able to build trust with others.
20. Carefully listens to new ideas and seeks to understand them before making a judgment
21. Is aware of nonverbal communication by self and others and able to adjust own nonverbal communication to better relate to others
22. Welcomes constructive criticism and acts on it in a positive way.
23. Is able to defuse tension.
24. Frequently encourages others.
25. Recognises and praises the accomplishments of others.
26. Gives constructive criticism to others.
27. Is open to communication initiated by others.
28. Refuses to take offence because of minor differences.
29. Is able to resolve conflict resulting in strengthened, positive, relationships.

## **Teamwork Skills**

30. Is able to sustain team spirit.

31. Fosters interdependence in a team by drawing out the strengths of others.

32. Helps to create opportunities for others.

33. Is able to put the needs of the team above personal needs.