



Skills Self-Assessment

SKILLS	GOOD AT	ACTIONS	TO DEVELOP
Communication	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> ■ Reading – comprehending ■ Writing – editing ■ Talking – explaining – teaching – facilitating ■ Questioning – resolving conflicts – listening ■ Persuading – self expression – building relationships 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Leadership	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> ■ Making decisions – risk taking ■ Directing/supervising – coaching ■ Initiating – planning – time management ■ Organizing – self management 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Teamwork	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> ■ Serving – assisting ■ Cooperating – facilitating ■ Advising/counselling – supporting ■ Collaborating – following – helping 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Problem Solving	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> ■ Investigating/researching – tracking trends ■ Assessing – analyzing – synthesizing ■ Adapting – collaborating – visioning ■ Critical thinking 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Organizational	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> ■ Managing information ■ Managing multiple responsibilities ■ Administering – scheduling ■ Coordinating – planning 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Numeracy	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> ■ Counting – calculating – measuring ■ Estimating – budgeting – sorting ■ Filing – scheduling – classifying ■ Managing money 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Technical	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> ■ Using computers – operating equipment ■ Maintaining equipment ■ Constructing – repairing – building 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Creative	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> ■ Creating/inventing – designing/displaying ■ Performing/entertaining – presenting ■ Drawing/painting/sculpting ■ Writing/playwriting/composing 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



Skills Matching Matrix

	WHAT AM I PASSIONATE ABOUT?	EXAMPLES OF RELATED VOLUNTEER EXPERIENCES	USING THESE SKILLS...	WHICH COULD LEAD TO...JOBS
A	Protecting the environment	Cleanups at community centre, trails or parks; community gardening; supporting environmental sustainability programs.	Organizational Teamwork Related knowledge Technical skills	Environmental engineer; land use planner; waste management; recycling; ecologist; horticulturalist.
B	Fighting poverty	Building homes; advocacy or information campaign; support group program; shelters and food programs; food, clothing and supply drives.	Leadership Organizational Teamwork Communication Problem solving	Social worker; social services worker; documentary or report writer; community worker; advocacy; politics.
C	Caring for people/ Caring for animals	Friendly visiting or buddy programs; tutoring; literacy; community support and outreach programs for seniors, adults, children, or people with special needs; crisis centre help line; spiritual support; cleaning; language translation. Animal shelter helper; pet visitor to seniors; dog walker; horseback riding therapy programs.	Communication Problem solving Teamwork Organizational Technical skills	Teacher; social worker; hospitality; child care; personal support worker; counsellor; mediator; police / security; customer service . Veterinarian; animal trainer; animal biologist; pet store assistant/manager; pet therapist.
D	Event planning and promotion	Planning special events and programs for seniors, adults and children; cross-cultural events; social media and website management; fundraising; canvassing; presenting; creating promotional material.	Leadership Organizational Teamwork Communication Technical skills Creative skills	Hospitality & tourism; Event planner; fundraiser; community programmer; Marketing / sales manager; entrepreneur; motivational speaker; educator; information specialist.
E	Sports and recreation	Sports coaching; recreation therapy; after-school or camp programs; training; sport workshops.	Leadership Communication Problem solving Organizational Teamwork	Sports medicine practitioner; personal trainer; physical or recreation therapist; recreation facility management.
F	Healthy living and healthcare	School nutrition programs; community centre health and wellness programs; emergency / first aid programs.	Leadership Communication Problem solving Organizational Technical skills	Health care practitioner; nurse; physical therapist; dietician; paramedic; doctor; fitness instructor; food service worker.



Skills Matching Matrix

	WHAT AM I PASSIONATE ABOUT?	EXAMPLES OF RELATED VOLUNTEER EXPERIENCES	USING THESE SKILLS...	WHICH COULD LEAD TO...JOBS
G	Community development	Board member; events / fundraising committee member; advocacy campaign; city or neighbourhood planning committee; grant writing.	Organizational Communication Teamwork Problem solving Leadership	Corporate / financial management; business planner; executive director; negotiator; consultant; research and development.
H	Managing resources and information	Reception; information services; library / resource centre assistance; computer support or instruction; board treasurer; managing/ sorting / delivery for food bank/ meal programs.	Organizational Technical skills Numeracy Teamwork Problem solving Leadership	Office manager; IT technician; supervisor; government services; Librarian; researcher; accountant; customer service.
I	Creating and building	Music or arts program for children, seniors or people with special needs; promotional and campaign materials; speaker's bureau; community theatre/museum display or wardrobe; theatre set building; painting; gardening; landscaping.	Problem solving Technical skills Teamwork Communication Organizational Creative	Designer; artist; artisan; seamstress/tailor; construction or trades worker; gardener/landscaper; musician; museum curator; theatre management.

