



MONEY & LIFE SKILLS

financial capability made easy



Career change

Assessment list of your skills

Skills we will work with are usually broader and can be transferred and utilised in a variety of different kinds of jobs and career paths.

Print the list of skills below and mark each column as described. You can have the same ability marked more than once in each column.

1. Which skills have you already acquired and feel competent at? Mark each skill that you feel qualified for in the first column.
2. Which skills do you enjoy, even if you are not proficient at them? Mark the skills that you enjoy in the second column.
3. Which skills would you like to learn, acquire or develop further?
4. Are there any abilities you don't wish to work on at all?

Communication Skills	1. Feel competent	2. Enjoy / Favourites	3. Would like to develop	4. Do not enjoy at all
Writing, editing, translating or interpreting words				
Speaking in public, debating, presenting or demonstrating an idea				
Facilitating a meeting				
Reading and following directions				
Filling out forms				
Comparing or cross-checking two lists				
Writing reports and letters correctly				
Comfortably speaking to people that you do not know				
Taking notes while someone speaks				
Reading and understanding policies				
Finding information				
Explaining things to other people				





MONEY & LIFE SKILLS

financial capability made easy

Using a map				
Knowing when to ask for help				
Giving advice or counselling others				
Listening to others				
Other(s):				
Technical Skills	1. Feel competent	2. Enjoy / Favourites	3. Would like to develop	4. Do not enjoy at all
Be athletic or use physical coordination				
Build or construct things or structures				
Do skilled crafts or use hand coordination with tools				
Operate vehicles, machines or electronic equipment				
Installing things				
Work with earth and nature (gardening, farming)				
Other(s):				
Management and Self-Management Skills	1. Feel competent	2. Enjoy / Favourites	3. Would like to develop	4. Do not enjoy at all
Administer, set goals and priorities, plan or make decisions				
Initiate, anticipate, assess needs or create change				





MONEY & LIFE SKILLS

financial capability made easy

Manage people, delegate tasks, direct, oversee or motivate				
Sell, negotiate, convince, promote or persuade				
Being patient with others				
Keeping a cheerful attitude				
Getting interested/excited about the task				
Offering to help when it's needed				
Knowing how to take directions				
Motivating myself to do what needs to get done				
Helping motivate others				
Following the rules				
Prioritising tasks				
Presenting a professional image				
Checking your work				
Using courtesy when dealing with others				
Seeking help when needed				
Speaking up for yourself				
Being eager to learn				
Solving problems in a cooperative way				
Other(s):				





MONEY & LIFE SKILLS

financial capability made easy

Number Skills	1. Feel competent	2. Enjoy / Favourites	3. Would like to develop	4. Do not enjoy at all
Computing, calculating, comparing or recording numbers				
Using percentages and decimals				
Estimating costs and/or time needed to complete a job				
Forecasting, appraising or estimating numerical information				
Using a spreadsheet on a computer				
Using a database program on a computer				
Creating and managing a budget				
Other(s):				
Creative / Artistic Skills	1. Feel competent	2. Enjoy / Favourites	3. Would like to develop	4. Do not enjoy at all
Using artistic ability, taking photos, decorating, painting or sculpting				
Using creativity, visualising, imagining, brainstorming or designing				
Using musical ability, singing, composing or playing instruments				
Perceiving intuitively, sensing, showing insight				
Designing				
Drawing, illustrating, sketching				
Other(s):				





MONEY & LIFE SKILLS

financial capability made easy

People and Social Skills	1. Feel competent	2. Enjoy / Favourites	3. Would like to develop	4. Do not enjoy at all
Caring, treating, healing or nursing others				
Counselling, empowering, coaching, guiding or listening to individuals				
Hosting, comforting, pleasing, welcoming or serving customers				
Planning social, recreational or other group events				
Problem solving, mediating or networking with people				
Teaching, training, instructing, informing or explaining to groups				
Caring for children responsibly				
Caring for the sick and elderly				
Helping people complete tasks				
Calming people down				
Knowing how to get along with different people/personalities				
Leading groups or activities				
Other(s):				
Critical Thinking and Investigative Skills	1. Feel competent	2. Enjoy / Favourites	3. Would like to develop	4. Do not enjoy at all
Analysing, using logic, problem solving, examining				
Evaluating, assessing, testing				
Conceptualising, adapting, developing				
Observing, reflecting, studying or noticing				
Researching, investigating, reading or interviewing				
Synthesising, integrating, unifying or conceptualising ideas				





MONEY & LIFE SKILLS

financial capability made easy

Other(s):				
Business Skills	1. Feel competent	2. Enjoy / Favourites	3. Would like to develop	4. Do not enjoy at all
Working with computers				
Attending to detail, copying, inspecting or transcribing				
Setting up and closing out a cash register				
Writing business documents				
Coordinating events				
Working with budgets				
Making business phone calls				
Organising, filing, updating, categorising or arranging information				
Managing money and bills				
Fund-raising				
Other(s):				

1. Based on the list above, referring to column 2, name your top five or ten favourite skills that you would enjoy the most and utilize them in your work (even if you are not proficient at them yet)? Include the main skill category. _____





MONEY & LIFE SKILLS

financial capability made easy

2. Which of the favourite skills listed above do you consider to be your strengths or things that you are very good at (both column 1 and 2 would be probably marked)? Include the main skill category.

3. Which (top five) skills would you like to develop, improve and/or learn (refer to skills marked in column 3)? Include the main skill category.

4. Which skills do you dislike/not enjoy/avoid to use, develop, improve and/or learn? Include the main skill category.

You can now consider which job will suit you the best according to your skills.

You may want to visit the job counsellor office, too.

