

Integrating Gender and Nutrition within Agricultural Extension Services

Tip Sheet
July 2017

Professional Skill Development Self-Assessment Survey

Directions: Please read and rank each statement using the following scale:

True of Myself.	4
Mostly True of Myself. . . .	3
Slightly True of Myself. . . .	2
Not True of Myself.	1

Presentation Skills

- ☐ My presentations are focused; the main topics are clear.
- ☐ I'm attentive to the reactions and nonverbal cues of my audience.
- ☐ I'm aware of the amount of time available for my presentations.
- ☐ My transparencies, handouts, and/or *Power Point* slides are readable.
- ☐ I can chair a meeting in an efficient and effective manner.
- ☐ The volume of my speaking voice is adequate.
- ☐ My speaking voice is dynamic and confident.

Writing Skills

- ☐ I can create my own lesson plans and training materials.
- ☐ I can revise lesson plans and training materials I receive from others.
- ☐ I can prepare routine correspondence.
- ☐ I can produce handouts, brochures, flyers, and other training materials.
- ☐ My handwriting is legible.

Organizational Skills

- ☐ My electronic files are organized in "My Documents."
- ☐ My hard copy files are arranged in an orderly manner.
- ☐ I can locate files, resources, and information with little effort.
- ☐ I maintain and share my calendar with my supervisor, project holders, partner organizations, and other interested groups/persons.
- ☐ I can prepare an agenda for a meeting or workshop.
- ☐ I use the proper procedures and format when completing project and office paperwork (e.g., Information Requests, Plans, Project Summary Sheets, Progress and Financial Reports).

Computer Skills

- ☐ I can use the following software programs with ease:

<input type="checkbox"/> PowerPoint	<input type="checkbox"/> Excel and/or Access
<input type="checkbox"/> Word	<input type="checkbox"/> Publisher
- ☐ I can use Outlook with no difficulty.
- ☐ I can send and receive e-mail attachments with no difficulty.
- ☐ I can search the web with no difficulty.

The Tip Sheet was made possible by the generous support of the American people through USAID.
The contents are the responsibility of the authors and do not necessarily reflect the views of
USAID or the United States government.

Graphic Skills

- ☐ I can take photos using a 35mm or digital camera.
- ☐ I know how to laminate handouts, posters, or other training materials.
- ☐ I can use videos in training sessions.
- ☐ I know how to use a video camera to prepare training videos.
- ☐ I can create and use posters in training sessions.

Time Management

- ☐ I submit reports on time.
- ☐ I regularly take vacations.
- ☐ My monthly or yearly priorities are clear.
- ☐ I use a daily to-do list or other format to keep focused.
- ☐ I contact groups regularly.

Professional Organizations

- ☐ I'm a member of appropriate professional organizations.
- ☐ I attend annual conferences of selected professional organizations.
- ☐ I present at annual conferences of selected professional organizations.
- ☐ I regularly read professional journals/publications.
- ☐ I contribute to professional journals/publications.
- ☐ I hold leadership positions in selected professional organizations.

Leadership Skills

- ☐ I can analyze the various, and many times conflicting, aspects of a situation.
- ☐ I can develop creative solutions to problems.
- ☐ I can recognize and nurture individual and group strengths.
- ☐ I can effectively mediate and reconcile conflicts and/or misunderstandings.
- ☐ I can evaluate different options and make an appropriate decision within a reasonable amount of time.
- ☐ I'm a life-long learner continually searching for ways to improve.
- ☐ I'm aware of my personal leadership style.

Civility/Professional Courtesy and Respect

- ☐ I maintain a positive attitude.
- ☐ I'm up front and keep issues "above the table."
- ☐ I don't gossip.
- ☐ I'm a supportive team player pitching-in when needed.
- ☐ I preserve the confidentiality of my project members and my co-workers.
- ☐ I follow through on commitments.
- ☐ I respond to and participate in team e-mail discussions/requests.

Name: _____ Date: _____

