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 PowerPoint 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:
  - PowerPoint
  - Excel and/or Access
  - Word
  - 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.
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: _____________________