Skills Inventory for Collaboration

☐ Adaptability – deals with change well, does not panic

☐ Advanced computer – is good with technology including software and programs

☐ Artistic – is an artistically creative person who can work with many mediums

☐ Care-giving – able to empathize with others and be sensitive to their feelings

☐ Creative thinking – able to come up with new ideas, thinks of unique solutions

☐ Critical thinking – looks at a problem from many angles and considers all choices

☐ Decision-making – able to be assertive when making decisions that need to be made

☐ Financial – keeps accurate records and can manage a budget

☐ Interviewing – able to ask good questions of people that gets helpful information

☐ Leadership – motivates others to act, helps to keep group moving forward

☐ Logical thinking – can draw reasonable conclusions from facts and ideas

☐ Mediation – able to resolve conflict in an open and positive manner

☐ Negotiating – good as discussing and bargaining with others to make compromises

☐ Oral communication – presents ideas and opinions in a clear and confident manner

☐ Organization – is able to prioritize tasks in order to meet deadlines

☐ Performing – able to make presentations that entertain and inform

☐ Problem-solving – able to look at various options and come up with a viable solution

☐ Public speaking – can made formal presentations to a professional audience

☐ Research – knows how to find and collect information that is relevant

☐ Teaching – able to create an effective learning environment

☐ Technological – understands technical systems and can operate them effectively

☐ Writing – able to organize and clearly communicate key ideas in written form