

Figure out your skills

Whiriwhiria ōu pūkenga



Skills

A skill is the ability to do something. A skill may be called a transferable skill, a soft skill or an employability skill.

You gain skills through life experience and work. Examples include:

- ▶ communication
- ▶ listening
- ▶ problem solving.

You may need some specific skills for a job. These are called technical skills.

Examples include being able to:

- ▶ use a special computer program
- ▶ drive with a heavy vehicle licence (class 2, 3, 4 or 5)
- ▶ perform first aid or CPR.

Different skills can be useful in many jobs. The most important thing is that you understand what your skills are, and how they can be useful in the workplace.

My skills

Use this list to help you figure out the skills you have gained through your interests, hobbies, volunteer work and paid or unpaid jobs.

The skills particularly valued by employers are bold.

What you need to do

Identify your skills by ticking the skills you have and the ones you enjoy using.

Skill	Description	I have this skill	I enjoy using this skill
Accuracy	Be thorough and detailed.		
Advising	Guide and give recommendations using expert knowledge.		

Skill	Description	I have this skill	I enjoy using this skill
Analysing (thinking skill)	Investigate and evaluate data and systems.		
Animal care and handling	Understand animal care, behaviour, treatment and training.		
Building and assembling things	Manufacture, assemble, make and construct things.		
Caring for people	Help people with daily tasks and activities.		
Coaching	Advise, guide and empathise with people.		
Communication	Listen, ask questions and share ideas with people.		
Computing	Use programs and software to create and process information and data.		
Conflict management	Help people to solve problems.		
Creative	Use imagination and original ideas to create something.		
Customer service	Help and serve customers.		
Decision making (thinking skill)	Examine options and make a choice.		
Driving	Operate a vehicle like a car or truck.		
Fixing and repairing	Mend, restore and renovate things.		
Food handling and preparation	Safely prepare food for people to eat.		
Helping people	Respond to the needs of others.		
Investigating	Research, study and ask questions to get information.		

Skill	Description	I have this skill	I enjoy using this skill
Languages	Understand and communicate in different languages.		
Leading	Guide and direct projects, organisations or teams.		
Listening	Understand, question and appreciate diverse views.		
Machinery and tools	Operate machines, equipment or use tools.		
Managing information	Record, combine, classify or input data.		
Managing and supervising people	Oversee work to make sure tasks are done well and encourage people.		
Manage money	Calculate and budget finances.		
Mediating	Act as a referee, listen to and understand differences to resolve issues.		
Motivating	Inspire and influence others to help them make things happen.		
Negotiating	Discuss and get agreement to proposals.		
Numeracy	Use mathematical equations to solve problems.		
Organising	Arrange and coordinate people, resources and schedules.		
Performing	Entertain, act, sing or dance in front of people.		
Physical activity	Use fitness and strength to perform tasks.		
Planning	Organise, schedule and prepare for tasks, events and projects.		
Plant care	Grow, manage and harvest plants.		

Skill	Description	I have this skill	I enjoy using this skill
Positive attitude	Thinking in an optimistic and friendly way.		
Problem solving (thinking skill)	View problems in different ways and explore possible solutions.		
Reading	Recognise and understand the meaning of words in text.		
Resilience	Adapting to new, changing or challenging situations.		
Self-management	Be committed, responsible and prepared for your tasks.		
Time management	Meet deadlines, set priorities and be on time.		
Teaching and instructing	Guide and empower others to learn and develop new skills.		
Teamwork	Work well with different people to complete tasks and achieve goals.		
Willingness to learn	Being curious and open to learning new skills.		
Writing	Research and clearly communicate thoughts in writing.		
Other			

Describing your skills in your CV

Identifying your skills will help you to explain them in your CV and cover letters.

What you need to do

1. Use these examples as a guide to help you describe where and how you've used your skills.
2. When you've completed this worksheet, you might want to add examples of where you've used your skills to your CV.
3. If you need to create a CV you can use the 'Applying for a job' section on Tahatū, which includes CV and cover letter examples and templates.

	Step 1: My paid or unpaid jobs, interests, hobbies or volunteer work	Step 2: My main tasks and responsibilities	Step 3: Skills I used, developed or learned
Jobs (paid or unpaid)	<i>Example: Worked in a café for a year.</i>	<i>Took orders, served food and cleared tables.</i>	<i>Customer service and communication skills, teamwork, working under pressure and being on time.</i>
Interests and hobbies	<i>Example: Member of a Toastmasters club for 2 years.</i>	<i>Attended, organised and chaired meetings.</i>	<i>Presentation and speaking skills, providing and receiving constructive feedback.</i>

	Step 1: My paid or unpaid jobs, interests, hobbies or volunteer work	Step 2: My main tasks and responsibilities	Step 3: Skills I used, developed or learned
Volunteer work	<i>Example: Coached a rangatahi netball team for one season.</i>	<i>Organised practices, communicated with the school and parents.</i>	<i>Developed strong communication, motivating, teaching and organising skills.</i>
Community service	<i>Example: Worked on a marae committee for 4 years.</i>	<i>Attended meetings for restoration of marae and taonga. Coordinated kaimahi on the marae.</i>	<i>Communication skills, leadership, problem solving, organising, networking and relationship building skills.</i>

Next task

Explore values and interests

Understanding your skills, values and interests can help you decide which job or career would suit you best.

You might want to review your values using the 'What do I value in my work?' worksheet next.

Once you've reviewed your skills and values you could explore your interests using the Interest quiz.