

Capacity Inventory for Individuals
(skills and talent assessment tool)

Name _____
page #1

Please indicate which of the following skills you have. Include talents and skills that you have developed from training or from experiences that you have had at home, at church, at work, or in community activities. If you don't have this skill, or would like to receive additional training in this area, please place a checkmark under the "skill that I want to learn" column.

	Skill that I currently have	Skill that I want to learn
Computer / Software		
Adobe photoshop / indesign / illustrator		
database management		
desktop publishing		
html / java / dreamweaver / flash		
IT / help desk support		
microsoft office (word, excel, powerpoint)		
newsletter content		
using the internet		
video production		
website design & content development		
other _____		
Arts / Creative		
beautician / barber		
catering/baking		
ceramics / pottery		
dance / ballet / modern / jazz / tap		
drawing / painting		
gardening		
graphic design		
jewelry making		
knitting / crocheting / macrame		
music / theater / performance		
photography		
playing an instrument		
poetry		
quilting		
sewing		
writing / journalism		
yoga		
other _____		
Office		
bookkeeping		
data entry		
answering phones		
typing		
word processing		
filing		
writing business letters		
other _____		

	Skill that I currently have	Skill that I want to learn
Name		
Business / Entrepreneurship		
accounting		
advertising		
budget development		
developing business plans		
fundraising		
grant writing		
identity theft		
interpersonal skills		
interviewing people		
leadership training		
legal		
marketing		
meeting / event planning		
networking / 'working a room'		
organizational skills		
policy / procedures development		
public speaking		
purchasing / sales		
translating		
other _____		
Healthcare		
comfortable working with disabled		
knowledge of women's health issues		
knowledge of sex trafficking issues		
medical / drug background		
natural remedies / herbs		
other _____		
Construction and Repair		
cabinet making		
electrical		
furniture refinishing / upholstery		
heating / cooling system installation		
home construction		
home staging		
interior design		
moving furniture		
painting		
plumbing		
tile work		
wall papering		
other _____		
Recreation		
board games		
cards		
bridge		
bunko, dice games		
scrabble		

	Skill that I currently have	Skill that I want to learn
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Name:

1. Given everything that you checked in the Capacity Inventory, what three things would you say you do the best?

2. Which of all your skills are good enough that other people would hire you to do them?

3. Are there any skills that you would like to teach others?

4. What skills would you most like to learn?

<p>Personal Information</p> <p>Name _____</p> <p>Soroptimist member yes ____ no ____</p> <p>Club / Location _____</p> <p>Number of years as Soroptimist _____</p>
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date _____

Why do you want to be a Soroptimist with our club?