







## Section 4 Skill Development

From your No/Low Proficiency stack, record the skills you wish to develop to enhance your options.

 Relationship (orange)	_____	_____
 Communication (yellow)	_____	_____
 Management/Leadership (blue)	_____	_____
 Analytical (gray)	_____	_____
 Creative (lavender)	_____	_____
 Physical/Technical (green)	_____	_____

## Section 5 Unwilling to Use in Work

Record the skills you are Unwilling to Use in Work. Use of these skills may lead to job dissatisfaction or "burnout".

_____	_____
_____	_____
_____	_____

## Section 6 Connecting Skills to Preferred Activities (Optional)

List 6 - 8 of your preferred skills from your Skill Summary (Section 2). For each skill, write down ways you have used these skills from paid and non-paid work, hobbies and extracurricular activities. Use this information in career exploration to identify careers that align with your skills. In the job search, use these activities to develop accomplishments for your resume and selling points for the interview.

Skill	Examples of ways I have used these skills (work, college, volunteer, etc.)

### Practical Application

- Assess:** Recall and write about life and work experiences that utilized your favorite skills. This will help to validate your skills and personal preferences.
- Explore:** Use your Skill Summary and Skill Sets to target and explore positions that capitalize on your core strengths.
- Develop:** Create a plan to build those skills that can further your development and increase your marketability.
- Promote:** Use the skill language to market your skills in resumes, cover letters and interviews.

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# Advance Pack™



Skills are your wheels for moving with change!



### Your tool for:

- Assessing your strengths
- Exploring career options
- Identifying development steps
- Promoting your skills in the job search

### Assessment Report for:

Name: \_\_\_\_\_ Date: \_\_\_\_\_