

## SKILL SETS AND SUGGESTED CAREER OPTIONS

Use the pages of Suggested Career Options for each Skill Set to brainstorm career options that link to your clients major Skill Sets.\*

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## Core Relationship/Interaction Skill Set



Relationship

<b>Strength Defined</b>	<b>Suggested Career Options</b>
<p>Effective in establishing and maintaining productive and positive working relationships.</p> <p><b>Key Skills</b></p> <ul style="list-style-type: none"><li>◆ <b>Collaborate</b> Work together with peers or clients in contributing to a group effort.</li><li>◆ <b>Resolve Conflict</b> Address issues with individuals, clients or group members to arrive at a mutually satisfactory outcome.</li><li>◆ <b>Demonstrate Social/Cultural Sensitivity</b> Recognize, respect and work with individual differences. Value contributions from all.</li></ul> <p><b>Valued Workplace Competencies</b></p> <ul style="list-style-type: none"><li>• Consensus Building</li><li>• Coordination Work</li><li>• Customer Service and Support</li><li>• Management Responsibilities</li><li>• Working in Teams</li></ul>	<p><b>Community Affairs</b></p> <ul style="list-style-type: none"><li>Mediation</li><li>Conflict Resolution</li></ul> <p><b>Community Development</b></p> <ul style="list-style-type: none"><li>Community Relations</li><li>Community Outreach</li><li>Consulate/Ambassadorial work</li></ul> <p><b>Education</b></p> <ul style="list-style-type: none"><li>Administration</li><li>Counseling/Teaching</li><li>Student Services</li><li>Special Education</li></ul> <p><b>Government and Non-Profit</b></p> <p><b>Hospitality</b></p> <ul style="list-style-type: none"><li>Catering</li><li>Travel and Tourism</li></ul> <p><b>Human Resources</b></p> <ul style="list-style-type: none"><li>Diversity Training</li><li>Training Coordination</li><li>Employee Relations</li><li>Mediation</li></ul> <p><b>International</b></p> <ul style="list-style-type: none"><li>Non-governmental Organizations</li></ul> <p><b>Law</b></p> <ul style="list-style-type: none"><li>Court Appointed Advocate</li><li>Adoption Law</li><li>Family Law</li><li>Arbitration/Mediation</li><li>International Law</li></ul> <p><b>Sales/Marketing</b></p> <ul style="list-style-type: none"><li>Business Development</li><li>Customer Relations</li><li>Sales Support</li><li>Selling*</li></ul>

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## Support/Service Skill Set



Relationship

Strength Defined	Suggested Career Options
<p>Actively seek ways to increase satisfaction level of others; clients, customers and patients.</p> <hr/> <p><b>Key Skills</b></p> <ul style="list-style-type: none"><li>◆ <b>Advocate</b> Enlist support to advance the goals of an individual, organization, initiative or cause.</li><li>◆ <b>Provide Care &amp; Support</b> Provide emotional support, practical assistance and resources to improve the attitude, health or welfare of others.</li><li>◆ <b>Serve Clients &amp; Customers</b> Assess and resolve customer's problem or need. Strive to meet or exceed expectations.</li><li>◆ <b>Serve as a Liaison</b> Connect individuals, groups or organizations to enhance communication and build alliances.</li></ul> <hr/> <p><b>Valued Workplace Competencies</b></p> <ul style="list-style-type: none"><li>• Building Alliances with Different Groups or Organizations</li><li>• Connecting People or Groups with Useful Resources</li><li>• Customer Service and Support</li><li>• Serving on a Task Force, Committee or Board</li><li>• Working with Under-Represented Groups; Ill, Elderly, Disabled, Children</li></ul>	<p><b>Business</b></p> <ul style="list-style-type: none"><li>Business Development</li><li>Cause Marketing</li><li>Customer Service</li><li>Diversity Management</li><li>Employee Relations</li><li>Investor Relations</li><li>Mediation</li><li>Occupational Health and Safety</li><li>Professional Association Management</li><li>Public Relations</li></ul> <p><b>Child Care Services</b></p> <ul style="list-style-type: none"><li>Teaching, Directing</li></ul> <p><b>Education</b></p> <ul style="list-style-type: none"><li>Contract and Grant Writing</li><li>Early Childhood Education</li><li>School Resource Specialist</li><li>Student Services</li><li>Testing and Assessment</li></ul> <p><b>Hospitality</b></p> <ul style="list-style-type: none"><li>Catering</li><li>Travel and Tourism</li></ul> <p><b>International Economic Development</b></p> <p><b>International Non-Profit (NGO)</b></p> <p><b>Medical/Health Services</b></p> <ul style="list-style-type: none"><li>Physical, Occupational, Recreational Therapies, Nursing, Massage Therapy, Holistic Healthcare, Home Health Care, Hospice, Nutrition, Patient/Member Relations, Pharmacy, Rehabilitation</li></ul> <p><b>Ministerial Services</b></p> <p><b>Public Interest Work</b></p> <ul style="list-style-type: none"><li>Advocacy, Canvassing, Court Liaison, Community Development, Law, Consumer Activism, Mediation, Police and Protective Services</li></ul> <p><b>Social Services</b></p> <ul style="list-style-type: none"><li>Case Management, Human Service Workers, Adoptions, Disabled and Elder Care Services, Outreach Work, Volunteer Coordination*</li></ul>

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## Counsel/Teach Skill Set



Relationship

Strength Defined	Suggested Career Options
<p>Skillful in developing and helping individuals and groups achieve personal and professional goals.</p> <hr/> <p><b>Key Skills</b></p> <ul style="list-style-type: none"> <li>◆ <b>Counsel</b> Clarify issues; provide guidance, support and resources in personal decision-making and goal setting.</li> <li>◆ <b>Facilitate Groups</b> Guide group interaction to reach an agreement, accomplish a task or fulfill the needs of group members.</li> <li>◆ <b>Train/Instruct</b> Teach or explain specialized knowledge using appropriate methods and technologies.</li> </ul> <hr/> <p><b>Valued Workplace Competencies</b></p> <ul style="list-style-type: none"> <li>• Consensus Building</li> <li>• Leadership and Supervisory Roles</li> <li>• Meeting Facilitation</li> <li>• Productive Cross-Functional Work Teams</li> <li>• Supporting Employee/Individual Development</li> <li>• Serving as a Mentor</li> <li>• Team Leadership</li> <li>• Transfer of Learning</li> </ul>	<p><b>Business</b></p> <ul style="list-style-type: none"> <li>Career and Executive Coaching</li> <li>Corporate Training and Development</li> <li>Customer Service</li> <li>Diversity Training, Cross Cultural Training</li> <li>Human Resources (Succession Planning and Employee Development)</li> <li>Mediation</li> <li>Product Training and Support</li> </ul> <p><b>Education</b></p> <ul style="list-style-type: none"> <li>Admissions and Academic Advising</li> <li>Counseling/Guidance and Assessment</li> <li>Distance Education</li> <li>Early Childhood Education</li> <li>English as a Second Language (ESL)</li> <li>Museums and Science Centers</li> <li>Special Education</li> <li>Student Services</li> <li>Speech, Occupational and Physical Therapy</li> <li>Teaching – from primary school, technical to college levels (public or private)</li> <li>Testing and Assessment</li> <li>Youth Development Programs</li> </ul> <p><b>Information Technology</b></p> <ul style="list-style-type: none"> <li>Technical Training and Support</li> </ul> <p><b>Management</b></p> <ul style="list-style-type: none"> <li>Team Leadership Roles</li> </ul> <p><b>Non-Profit/Government</b></p> <ul style="list-style-type: none"> <li>Counseling (Consumer Credit, Employment, Housing, Residential Treatment, Social Work)</li> </ul> <p><b>Organizational Development Consulting</b></p> <ul style="list-style-type: none"> <li>Change Management</li> <li>Leadership Development</li> <li>Management Consulting</li> </ul> <p><b>Psychological and Career Counseling</b></p> <ul style="list-style-type: none"> <li>Individual Counseling, Group Therapy</li> </ul> <p><b>Religious and Spiritual Ministry</b></p> <ul style="list-style-type: none"> <li>Counseling and Teaching*</li> </ul>

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## Core Communication Skill Set



Communication

<b>Strength Defined</b>	<b>Suggested Career Options</b>
<p>Clearly exchange information through verbal, written or non-verbal cues.</p> <hr/> <p><b>Key Skills</b></p> <ul style="list-style-type: none"><li>◆ <b>Listen</b> Actively attend to both the verbal and non-verbal message to fully understand the speaker.</li><li>◆ <b>Speak/Interact</b> Express information or point of view in a clear and understandable manner. Adapt language, tone and style to meet needs of listener.</li><li>◆ <b>Write</b> Focus, edit and express ideas using appropriate language, tone, punctuation and grammar.</li></ul> <hr/> <p><b>Valued Workplace Competencies</b></p> <ul style="list-style-type: none"><li>• Customer/Client Contact</li><li>• Communicating Ideas and Information</li><li>• Interviewing for Information</li><li>• Relationship Building</li><li>• Writing for Publication</li></ul>	<p><b>Business</b></p> <ul style="list-style-type: none"><li>Business Strategy and Development</li><li>Corporate Communications</li><li>Customer Service</li><li>Governmental and Public Relations</li><li>Instructional Design</li><li>Market Research</li><li>Sales and Marketing</li></ul> <p><b>Community Development</b></p> <ul style="list-style-type: none"><li>Community Relations</li><li>Community Outreach</li></ul> <p><b>Human Resources</b></p> <ul style="list-style-type: none"><li>Training and Development</li><li>Recruiting/Interviewing</li></ul> <p><b>Journalism</b></p> <ul style="list-style-type: none"><li>Broadcasting Reporting</li><li>Marketing Communications</li></ul> <p><b>Non-Profit</b></p> <ul style="list-style-type: none"><li>Development/Fundraising</li><li>Direct Marketing</li><li>Grant Writing</li><li>Information Specialists</li><li>Membership Services</li><li>Planned Giving</li></ul> <p><b>Politics</b></p> <ul style="list-style-type: none"><li>Campaign Aide</li><li>Legislative Aide</li><li>Speech Writing</li></ul> <p><b>Professional Associations</b></p> <ul style="list-style-type: none"><li>Member and Patient Relations</li></ul> <p><b>Publishing</b></p> <ul style="list-style-type: none"><li>Copy Writing, Editing</li><li>Public Relations</li><li>Technical Writing</li><li>Web Development*</li></ul>

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## Persuasion/Promotion Skill Set



Communication

<b>Strength Defined</b>	<b>Suggested Career Options</b>
<p>Adept at using information, ideas and influence to effect a desired outcome.</p> <hr/> <p><b>Key Skills</b></p> <ul style="list-style-type: none"><li>◆ <b>Promote</b> Endorse or champion a product, service, approach or concept.</li><li>◆ <b>Persuade</b> Influence others to alter a belief, adopt an attitude or take action.</li><li>◆ <b>Sell</b> Persuade others of the value of a product or service and convince them to purchase it.</li><li>◆ <b>Speak to Groups</b> Present information or point of view to groups in a compelling and effective manner.</li></ul> <hr/> <p><b>Valued Workplace Competencies</b></p> <ul style="list-style-type: none"><li>• Instigating Change</li><li>• Lobbying for Legislation</li><li>• Motivating Individuals and Teams</li><li>• Negotiating for Resources</li><li>• Raising Money</li><li>• Selling and Promoting Products/Services</li></ul>	<p><b>Advertising</b> Account Management, Media Buying, Copy Writing</p> <p><b>Business</b> Corporate Communications, Governmental Relations Leadership Roles, Project Management, Internal Consulting Public Speaking/Key Note Speaking</p> <p><b>Fundraising/Development</b> Special Events, Solicitations, Volunteer Management</p> <p><b>Hospitality</b> Catering, Travel and Tourism, Conference Coordination</p> <p><b>Human Resources</b> College Relations Recruiting/Personnel Selection</p> <p><b>Marketing and Sales</b> Business Development Conference/Trade Show Marketing, Promotions, Media Sales Corporate Relations Direct Sales General Sales, Telemarketing, Consultative Selling</p> <p><b>Public Relations</b> Account Management, Special Events</p> <p><b>Politics</b> Campaign Management, Lobbying, Running for Office, Speech Writing</p> <p><b>Self-Employment</b> Insurance, Real Estate, Travel and Tourism Public Speaking*</p>

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## Consultation/Influence Skill Set



Communication

<b>Strength Defined</b>	<b>Suggested Career Options</b>
<p>Demonstrate skill in collaborating with others to identify problems, provide advice and develop agreeable solutions.</p> <hr/> <p><b>Key Skills</b></p> <ul style="list-style-type: none"><li>◆ <b>Consult</b> Provide expertise in defining challenges and opportunities and recommending a plan of action.</li><li>◆ <b>Interview</b> Build rapport and gather information or elicit views by verbal questioning.</li><li>◆ <b>Negotiate</b> Develop informal and/or formal agreements that clarify roles, expectations and resources.</li></ul> <hr/> <p><b>Valued Workplace Competencies</b></p> <ul style="list-style-type: none"><li>• Building Alliances</li><li>• Defining and Solving Problems</li><li>• Generating Potential Options</li><li>• Influencing Decisions and Outcomes</li><li>• Interviewing for Information</li><li>• Managing Relationships</li><li>• Recommending Solutions</li></ul>	<p><b>Business</b></p> <ul style="list-style-type: none"><li>Business Development</li><li>Client Engagement Management</li><li>Consulting Sales</li><li>Personnel Selection, Recruitment and Placement</li><li>Financial Advising</li></ul> <p><b>Market Research</b></p> <ul style="list-style-type: none"><li>Exit Polling</li><li>Focus Group Facilitation</li><li>Surveying</li><li>Media Buying</li></ul> <p><b>Management Consulting</b></p> <ul style="list-style-type: none"><li>Function Specific Consulting; (marketing, finance, human resources, information systems, operations)</li><li>Small Business Consulting</li><li>Strategy Consulting</li></ul> <p><b>Organizational Development Consulting</b></p> <ul style="list-style-type: none"><li>Industry Specific Consulting; (oil &amp; gas, high technology, health care, consumer products)</li></ul> <p><b>Personal Development Coaching</b></p> <ul style="list-style-type: none"><li>Personal Coaching, Career Consulting, Speaking/Voice Coaching</li></ul> <p><b>Image Consulting</b></p> <ul style="list-style-type: none"><li>Personal Style, Etiquette and Clothing Consulting</li></ul> <p><b>Self-Employment – Training/Consulting Practice</b></p> <ul style="list-style-type: none"><li>Accounting</li><li>Finance and Estate Planning</li><li>Marketing Consulting, Political Consulting</li><li>Office Automation</li><li>Small Business Consulting</li><li>Website Design and Development*</li></ul>

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## Organizational Management Skill Set



Management/Leadership

<b>Strength Defined</b>	<b>Suggested Career Options</b>
<p>Skillful in initiating, structuring and carrying out steps to complete projects and tasks.</p>	
<hr/> <p><b>Key Skills</b></p> <ul style="list-style-type: none"><li>◆ <b>Coordinate</b> Involve appropriate individuals or groups to achieve a task; arrange the proper or most efficient sequence and logistics of events or activities.</li><li>◆ <b>Implement</b> Take necessary action to execute and complete a project or plan.</li><li>◆ <b>Manage Projects</b> Establish priorities, work plans, timelines and resources. Set milestones and coordinate and track the work of the team to ensure on-time delivery.</li><li>◆ <b>Organize/Plan</b> Pull together people, data and/or material resources into an order, arrangement or plan to meet objectives.</li></ul>	<p><b>Business Management</b></p> <ul style="list-style-type: none"><li>Administration/Office Management</li><li>Customer Service, Field Support</li><li>Facilities Management</li><li>Human Resources Logistics</li><li>Marketing/Market Research</li><li>Material Management</li><li>Production/Operations Management</li><li>Purchasing, Receiving, Distribution, Disposal</li><li>Quality Assurance</li><li>Regulatory Affairs/Compliance</li><li>Supply Chain Management</li><li>Trade Show Management</li></ul> <p><b>Community Program Development</b></p> <ul style="list-style-type: none"><li>Parks and Recreation</li></ul> <p><b>Education</b></p> <ul style="list-style-type: none"><li>Academic Coordination</li><li>Administration</li><li>Development and Fundraising</li><li>Program Development and Management</li></ul> <p><b>Information Systems/Technology</b></p> <ul style="list-style-type: none"><li>Marketing Product Management</li><li>Project Management</li></ul> <p><b>Legal Administration, Paralegal Work</b></p> <p><b>Meeting and Event Planning</b></p> <p><b>Non-Profit</b></p> <ul style="list-style-type: none"><li>Fundraising/Development</li><li>Office Administration</li><li>Program Coordination and Management</li><li>Volunteer Management</li></ul> <p><b>Publishing/Production Coordination</b></p> <p><b>Real Estate-Property Management</b></p> <p><b>Travel and Tourism</b></p> <ul style="list-style-type: none"><li>Tour Coordination and Operation*</li></ul>
<hr/> <p><b>Valued Workplace Competencies</b></p> <ul style="list-style-type: none"><li>• Administrative and Operational Effectiveness</li><li>• Business Communication</li><li>• Coordinating Programs</li><li>• Coordinating Distribution of Products</li><li>• Facilities Planning and Design</li><li>• Managing Project Flow</li><li>• Supervisory Responsibilities</li></ul>	

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## Facilitative Management Skill Set



Management/Leadership

Strength Defined	Suggested Career Options
<p>Ability to motivate and empower individuals and groups to greater participation, commitment and high standards of performance.</p> <hr/> <p><b>Key Skills</b></p> <ul style="list-style-type: none"><li>◆ <b>Build a Team</b> Assess group strengths and weaknesses and negotiate agreeable roles to create a high performing group.</li><li>◆ <b>Coach</b> Set mutual expectations and provide feedback and assistance to enhance individual or group performance.</li><li>◆ <b>Set Goals</b> Establish, clarify and communicate objectives and expected outcomes.</li></ul> <hr/> <p><b>Valued Workplace Competencies</b></p> <ul style="list-style-type: none"><li>• Accomplishing Objectives</li><li>• Adjust and Align Resources with Changing Priorities</li><li>• Cross-functional Work Teams</li><li>• Competitive Business Environments</li><li>• Meeting Production Goals</li><li>• Resolving Conflict</li><li>• Supervisory/Monitoring</li><li>• Team Leadership</li><li>• Technical Expertise</li><li>• Transfer of Learning</li></ul>	<p><b>Athletics and Sports</b> Fitness Coaching, Training</p> <p><b>Business</b> Administration Customer Service Direct Mail Employee Development Marketing Coordination Operations/Manufacturing Purchasing Quality Assurance Small Business Management Telemarketing</p> <p><b>Business Coaching</b> Personal Coach/Consultant</p> <p><b>Education and Non-Profit Organizations</b> Administration Development and Fundraising Facilities Management Volunteer Management</p> <p><b>General Management</b> Labor and Employee Relations Mediation Operations Product Management Program and Project Management Sales Management</p> <p><b>Human Resources</b> Employee Development Training*</p>

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# Leadership and Leadership Potential Skill Set



Management/Leadership

Strength Defined	Suggested Career Options
<p>Skillful in creating a strategic vision and motivating others to achieve excellence in performance.</p> <hr/> <p><b>Key Skills</b></p> <ul style="list-style-type: none"> <li>◆ <b>Envision</b> Formulate and communicate a compelling vision and direction for a group or organization.</li> <li>◆ <b>Lead</b> Guide and direct individuals and/or groups to accomplish goals and objectives.</li> <li>◆ <b>Make Decisions</b> Select and execute a suitable option to solve a problem or achieve an optimal result.</li> </ul> <hr/> <p><b>Valued Workplace Competencies</b></p> <ul style="list-style-type: none"> <li>• Adjusting Leadership Style to Situation</li> <li>• Continuous Improvement</li> <li>• Dealing with Uncertainty</li> <li>• Developing Strategic Alliances/Partnerships</li> <li>• Developing Others</li> <li>• Optimizing Use of Resources</li> <li>• Organizational Change and Management</li> <li>• Providing Strategic Direction</li> <li>• Results Orientation</li> <li>• Setting Priorities</li> </ul>	<p><b>Business</b></p> <ul style="list-style-type: none"> <li>Administration</li> <li>Business Development</li> <li>Corporate Finance</li> <li>Human Resources</li> <li>Information Technology</li> <li>Labor Relations</li> <li>Management</li> <li>Marketing and Communications</li> <li>Operations</li> <li>Organizational and Change Development</li> <li>Process Re-engineering</li> <li>Product Management</li> <li>Project Management</li> <li>Strategic Planning</li> <li>Succession Planning</li> <li>Team Leadership</li> <li>Total Quality Management</li> </ul> <p><b>Education</b></p> <ul style="list-style-type: none"> <li>Development/Fundraising</li> <li>Educational Administration</li> </ul> <p><b>City, County, State and Federal Government</b></p> <p><b>Futurist/Think Tanks</b></p> <p><b>Non-Profit Management</b></p> <p><b>Policy Development</b></p> <p><b>Politics</b></p> <ul style="list-style-type: none"> <li>Campaign Management</li> <li>Elected Officials*</li> </ul>

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## Analysis/Problem Solving Skill Set



Analytical

Strength Defined	Suggested Career Options
<p>Ability to identify and define problems and solutions.</p> <hr/> <p><b>Key Skills</b></p> <ul style="list-style-type: none"> <li>◆ <b>Analyze</b> Examine data, ideas, objects, concepts or problems and draw appropriate conclusions.</li> <li>◆ <b>Research</b> Investigate and gather information from a variety of sources.</li> <li>◆ <b>Solve Problems</b> Discover the source of a problem and generate an appropriate solution.</li> </ul> <hr/> <p><b>Valued Workplace Competencies</b></p> <ul style="list-style-type: none"> <li>• Achieving Efficiency and Performance Standards</li> <li>• Critical Thinking</li> <li>• Diagnosis and Troubleshooting of Problems</li> <li>• Developing Systems</li> <li>• New Concept or Model Development</li> <li>• New Product Development</li> <li>• Pattern Recognition</li> <li>• Process Mapping</li> <li>• Quality Control</li> </ul>	<p><b>Business</b></p> <ul style="list-style-type: none"> <li>Actuarial Sciences</li> <li>Brokerage/Investment Management</li> <li>Corporate Finance</li> <li>Corporate Communications</li> <li>Economics, Strategic Planning</li> <li>Instructional Technology</li> <li>Manufacturing/Production</li> <li>Mortgage and Loan Brokerage</li> <li>Occupational Health and Safety</li> <li>Operations Research</li> <li>Project Management</li> <li>Protective Services/Security</li> <li>Purchasing Real Estate – Property Management</li> <li>Regulatory Affairs</li> <li>Risk Management</li> <li>Supply Chain Management</li> </ul> <p><b>Computers/Information Systems</b></p> <ul style="list-style-type: none"> <li>Computer Network Administration</li> <li>Programming</li> <li>Quality Assurance</li> <li>Software/Hardware/Systems Administration and Development</li> <li>Research and Development</li> <li>Technical Support, Equipment Repair</li> </ul> <p><b>Government</b></p> <ul style="list-style-type: none"> <li>Defense</li> <li>Federal Investigative Agencies</li> <li>Forensic Sciences</li> <li>Public Policy Analysis</li> <li>Regulatory Affairs</li> <li>Urban Planning</li> </ul> <p><b>Law/Legal Services</b></p> <ul style="list-style-type: none"> <li>Contract Administration</li> <li>Corrections/Law Enforcement/Protective Services</li> <li>Court and Judicial Administration</li> <li>Legal Investigation</li> <li>Paralegal</li> </ul> <p><b>Technical and Scientific Fields</b></p> <ul style="list-style-type: none"> <li>Automotive, Aerospace, Biotechnology &amp; Pharmaceuticals, Construction, Electronics/Engineering, Health Professions (Doctors, Dentists, Psychiatrists, Technicians), Healthcare Technologists*</li> </ul>

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## Information/Data Management Skill Set



Analytical

<b>Strength Defined</b>	<b>Suggested Career Options</b>
<p>Skillful in compiling, organizing, and using data to enhance planning and effectiveness.</p> <hr/> <p><b>Key Skills</b></p> <ul style="list-style-type: none"><li>◆ <b>Categorize/Classify</b> Organize information or objects into groups or classifications.</li><li>◆ <b>Evaluate</b> Assess the value of a service, product or an idea.</li><li>◆ <b>Manage Data or Records</b> Collect, maintain and retrieve data using appropriate methods, procedures or technologies.</li></ul> <hr/> <p><b>Valued Workplace Competencies</b></p> <ul style="list-style-type: none"><li>• Archiving Records</li><li>• Accessing Information in a Timely and Efficient Manner</li><li>• Evaluating Data Source for Potential Bias and Methodology</li><li>• Managing Complex Inventory and Order Tracking Systems</li><li>• Managing the Flow and Storage of Information</li><li>• Optimizing Business Competitiveness through Acquiring and Disseminating Information</li><li>• Organizing Data into Coherent Patterns Based on Industry or Company Templates</li><li>• Relational Database Management</li><li>• Setting Data Standards</li></ul>	<p><b>Computers</b> Database Management Database Warehouse/Content Management Electronic Information Systems/Knowledge Management Systems Internet/Intranet Services</p> <p><b>Credit and Collections</b></p> <p><b>Government</b> Forensic Sciences</p> <p><b>Health Systems</b> Material Management Medical Records Regional/National Data Warehousing</p> <p><b>Law</b> Court Reporting, Paralegal, Legal Assistant</p> <p><b>Libraries</b> Administration Competitive Intelligence Information Specialists Specialized Libraries by Professional Field (Corporate, Government, Legal, Medical, Non-Profit, Patent, Sciences)</p> <p><b>Non-Profit</b> Fundraising (Donor/Member Tracking, Direct Mail Marketing) Museum Curators and Archivists</p> <p><b>Office/Information Systems</b> Account Management Benefits Administration Claims Processing File Systems Financial Information Reporting Project Planning and Coordination Purchasing and Inventory Management</p> <p><b>Market Research</b> Consumer Surveying Focus Group Research</p> <p><b>Publishing</b> On-line Information Services Production Planning and Coordination *</p>

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## Computational/Quantitative Skill Set



Analytical

Strength Defined	Suggested Career Options
<p>Skillful in performing numerical and statistical calculations to provide useful information.</p> <hr/> <p><b>Key Skills</b></p> <ul style="list-style-type: none"><li>◆ <b>Budget</b> Allocate and schedule expenditures of money, time and resources in executing a plan.</li><li>◆ <b>Compute</b> Calculate and measure quantifiable data to provide useful information.</li><li>◆ <b>Estimate</b> Make rough calculations and approximate measurements.</li><li>◆ <b>Forecast</b> Use numbers, data and trends to anticipate risks and opportunities.</li></ul> <hr/> <p><b>Valued Workplace Competencies</b></p> <ul style="list-style-type: none"><li>• Efficient Business Operations</li><li>• Effective Use of Limited Resources</li><li>• Making Assessments and Financial Decisions Based on Numerical Data</li><li>• Projecting Outcomes Based on Numerical Information</li><li>• Reporting Numerical Data in Symbols, Models and Concepts</li></ul>	<p><b>Business/Financial Services/Insurance</b></p> <ul style="list-style-type: none"><li>Accounting, Auditing, Bookkeeping, Billing, Credit, Collections, Payroll</li><li>Brokerage Service</li><li>Budget Administration</li><li>Commercial Banking</li><li>Cost Accounting</li><li>Credit Card Services</li><li>Financial Analysis</li><li>Financial Planning</li><li>Human Resources – Compensation and Benefits</li><li>Material Management</li></ul> <p><b>Computers</b></p> <ul style="list-style-type: none"><li>Computer Modeling</li><li>Database Management</li><li>Development</li><li>Information Systems</li><li>Software and Hardware</li></ul> <p><b>Construction/Engineering</b></p> <ul style="list-style-type: none"><li>New Product Development</li><li>Project Planning and Estimating</li></ul> <p><b>Insurance/Financial Analysis/Investment Banking</b></p> <ul style="list-style-type: none"><li>Actuarial Sciences, Underwriting</li><li>Equity Research</li><li>Trading</li></ul> <p><b>Market Research</b></p> <ul style="list-style-type: none"><li>Statistics</li></ul> <p><b>Physical Sciences/Engineering</b></p> <ul style="list-style-type: none"><li>Technical/Scientific</li><li>Budget Development Sciences</li><li>Research and Analysis*</li></ul>

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## Intuitive Skill Set



<b>Strength Defined</b>	<b>Suggested Career Options</b>
<p>Ability to act upon insights and perceptions gained from outside the realm of reason.</p> <hr/> <p><b>Key Skills</b></p> <ul style="list-style-type: none"><li>◆ <b>Brainstorm</b> Generate many ideas, options or possibilities without making a judgment or evaluation.</li><li>◆ <b>Demonstrate Foresight</b> Anticipate future trends or possibilities and their implications.</li><li>◆ <b>Use of Intuition</b> Recognize and use insight gained through feelings, sensations and visual images.</li></ul> <hr/> <p><b>Valued Workplace Competencies</b></p> <ul style="list-style-type: none"><li>• Creative Problem-Solving</li><li>• Decision-Making</li><li>• Forecasting Innovating New Programs, Products and Methods</li><li>• Maximizing Resources</li></ul>	<p><b>Business &amp; Marketing</b></p> <ul style="list-style-type: none"><li>Advertising</li><li>Business Development</li><li>Copywriting</li><li>Corporate Brand Management</li><li>Corporate Communications</li><li>Public Relations</li><li>Strategic Planning</li></ul> <p><b>Career Counseling/Therapy</b></p> <p><b>Cartoonist</b></p> <p><b>Conflict Resolution/Mediation</b></p> <p><b>Creative Arts</b></p> <ul style="list-style-type: none"><li>Animation, Comedy Writing, Graphic Arts, Illustration, Fashion Design, Photography, Sculpture, Web Design, etc.</li></ul> <p><b>Education Technology</b></p> <ul style="list-style-type: none"><li>Distance Learning</li><li>Educational Software Development</li></ul> <p><b>Holistic Healing</b></p> <p><b>Forecaster/Futurist/Think tanks</b></p> <p><b>Human Resources</b></p> <ul style="list-style-type: none"><li>Recruitment and Selection</li></ul> <p><b>Inventor</b></p> <p><b>New Product/Service Design</b></p> <p><b>Program Development*</b></p>

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## Inventive Skill Set



<b>Strength Defined</b>	<b>Suggested Career Options</b>
<p>Adept at forming structures, patterns and connections from information, ideas and images.</p> <hr/> <p><b>Key Skills</b></p> <ul style="list-style-type: none"><li>◆ <b>Conceptualize</b> Conceive new or creative ideas, methods, structures, models or assumptions.</li><li>◆ <b>Design</b> Develop ideas into a unique form; invention, program, product, artwork or written form.</li><li>◆ <b>Synthesize/Integrate</b> Combine separate parts or elements to form new ideas, concepts, theories or approaches.</li><li>◆ <b>Visualize</b> Use imagination to picture how something will look.</li></ul> <hr/> <p><b>Valued Workplace Competencies</b></p> <ul style="list-style-type: none"><li>• Creating Visual Impact</li><li>• Forecasting Future Trends</li><li>• Inventing</li><li>• Research and Analysis</li><li>• Research and Development</li><li>• Strategic Planning</li></ul>	<p><b>Advertising/Entertainment</b></p> <ul style="list-style-type: none"><li>Creative Design</li><li>Film and Stage Direction and Production</li><li>Graphic Design</li><li>Internet Strategy</li><li>Lighting Design</li><li>Marketing/Public Relations</li></ul> <p><b>Architecture, Landscape Design, Urban Planning Business</b></p> <ul style="list-style-type: none"><li>Competitor Research</li><li>Desktop Publishing</li><li>Event/Conference Planning</li><li>Facilities and Space Planning</li><li>Instructional Design</li><li>Investment Analysis</li><li>Strategic Planning</li><li>Trend Analysis</li></ul> <p><b>Forecaster/Futurist</b></p> <p><b>Instructional/Educational Technology</b></p> <p><b>Industrial Design</b></p> <p><b>Journalism</b></p> <p><b>Marketing/Marketing Communications</b></p> <ul style="list-style-type: none"><li>E-Commerce Marketing</li><li>Corporate Communications</li><li>Market Research</li><li>Market Planning</li><li>New Product Development</li><li>Product Management</li><li>Public Relations</li><li>Web Design</li></ul> <p><b>Organizational Development</b></p> <p><b>Science and Technology</b></p> <ul style="list-style-type: none"><li>Meteorology</li></ul> <p><b>Theorist*</b></p>

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## Artistic/Aesthetic Skill Set



Strength Defined	Suggested Career Options
<p>Ability to express an inner ideal into an artistic, creative or aesthetic form.</p> <hr/> <p><b>Key Skills</b></p> <ul style="list-style-type: none"> <li>◆ <b>Author/Compose</b> Use the written word or notes to create an original literary or musical work.</li> <li>◆ <b>Create Images</b> Use variety of media to express ideas through graphic design, photography, painting or other physical forms.</li> <li>◆ <b>Perform</b> Express artistic talent to an audience through singing, dancing, speaking, acting or playing a musical instrument.</li> </ul> <hr/> <p><b>Valued Workplace Competencies</b></p> <ul style="list-style-type: none"> <li>• Authoring (Fiction)</li> <li>• Building Models</li> <li>• Composing</li> <li>• Creating Visual Impact</li> <li>• Experimenting</li> <li>• Originality</li> <li>• Performing</li> <li>• Planning</li> <li>• Producing</li> </ul>	<p><b>Business/Technical</b></p> <ul style="list-style-type: none"> <li>Advertising</li> <li>Animation</li> <li>Art Direction</li> <li>Brand Management</li> <li>Computer Aided Design</li> <li>Graphic Design</li> <li>Computer Animation</li> <li>Industrial Design</li> <li>Landscape Design</li> <li>Multimedia Development</li> <li>Product and Package Design</li> <li>Publishing</li> <li>Technical Illustration</li> <li>Web Design</li> </ul> <p><b>Commercial Art</b></p> <p><b>Culinary Arts</b></p> <p><b>Entertainment</b></p> <p><b>Fashion Design</b></p> <p><b>Fine Arts</b></p> <p><b>Floral Design</b></p> <p><b>Interior Design</b></p> <p><b>Literary and Musical Arts</b></p> <p><b>Performing and Theatre Arts</b></p> <p><b>Multi-Media (Sound, Lighting and Special Effects)</b></p> <p><b>Photography</b></p> <p><b>Publishing</b></p> <p><b>Sculpture/Pottery</b></p> <p><b>Set Design</b></p> <p><b>Textile Design*</b></p>

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## Visual/Motor Skill Set



Physical/Technical

<b>Strength Defined</b>	<b>Suggested Career Options</b>
<p>Skillful in using eyes, hands and the body with precision and power in the physical world.</p>	<p><b>Computer Equipment</b> Operation and Repair Quality Control Technician</p> <p><b>Construction</b></p> <p><b>Corrections/Security Services</b></p> <p><b>Earth Sciences – Natural Resource Conservation and Management</b> Water, Energy, Land and Recycling</p> <p><b>Education</b> Physical Education Instruction Professional Athlete</p> <p><b>Environmental Management</b> Facilities Maintenance</p> <p><b>Farming/Agricultural Work</b></p> <p><b>Fish, Game and Wildlife Management</b></p> <p><b>Food, Drug and Sanitation Inspection</b></p> <p><b>Geological and Land Surveying</b></p> <p><b>Health/Medical</b> Dentists, Hygienists, Physical &amp; Occupational Therapists, Physicians, Surgeons, Technicians</p> <p><b>Heavy Equipment Operations</b></p> <p><b>Landscape Maintenance</b></p> <p><b>Manufacturing/Production</b> Quality Control</p> <p><b>Parks and Recreation</b></p> <p><b>Real Estate</b> Appraisal</p> <p><b>Safety Management</b></p> <p><b>Sports and Athletics</b> Coaching, Refereeing/Umpiring, Training</p> <p><b>Vehicle Operation*</b></p>
<p><b>Key Skills</b></p>	
<ul style="list-style-type: none"><li>◆ <b>Body Coordination</b> Demonstrate physical agility, strength, balance and stamina.</li><li>◆ <b>Hand Dexterity</b> Use hands with skill and precision in performing work, using tools, equipment and instruments.</li><li>◆ <b>Observe</b> Detect and monitor changes in objects, actions, information and events.</li></ul>	
<p><b>Valued Workplace Competencies</b></p>	
<ul style="list-style-type: none"><li>• Accomplishing Physical Goals and Objectives</li><li>• Health and Physical Fitness</li><li>• Managing Physical Resources</li><li>• Quality Control</li></ul>	

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## Build/Structure Skill Set



Physical/Technical

<b>Strength Defined</b>	<b>Suggested Career Options</b>
<p>Proficient in assembling a product, building, or physical object or returning something to its original state.</p> <hr/> <p><b>Key Skills</b></p> <ul style="list-style-type: none"><li>◆ <b>Build/Construct</b> Manipulate tools and equipment to assemble objects, parts or structures.</li><li>◆ <b>Restore/Renovate</b> Renew and repair object to original condition.</li><li>◆ <b>Sketch/Draw</b> Draft plans, pictures or diagrams to convey ideas or information.</li></ul> <hr/> <p><b>Valued Workplace Competencies</b></p> <ul style="list-style-type: none"><li>• Assuring a Safe Environment</li><li>• Efficient and Appropriate Use of Machinery, Equipment and Tools</li><li>• Ability to Convert a Verbal Description into a Two or Three Dimensional Sketch</li></ul>	<p><b>Art Restoration</b> Appraisal</p> <p><b>Community Development</b></p> <p><b>Computers/Technical</b> Computer Aided Drafting Operation and Repair Quality Control</p> <p><b>Construction</b> Construction Estimating/Appraisal Work Drafting Field Supervision Inspection Management Surveying</p> <p><b>Engineering</b> Civil, Electrical, Electronic, Mechanical etc.</p> <p><b>Facilities Operations and Maintenance</b> Planning and Maintenance</p> <p><b>General Contracting</b> Building and Remodeling</p> <p><b>Historical Restoration/Preservation/Antiques Dealing</b></p> <p><b>Landscape and Building Maintenance</b></p> <p><b>Manufacturing/Production</b></p> <p><b>Real Estate</b> Development Property Management</p> <p><b>Skilled Trades</b> Aircraft Mechanics, Automotive, Carpentry, Electronics, Heating, Ventilation and Air Conditioning, Machinery, Metalwork, Refrigeration and Appliances*</p>

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## Equipment/Technology Skill Set



Physical/Technical

<b>Strength Defined</b>	<b>Suggested Career Options</b>
<p>Skillful in proper use of tools, hardware, software and equipment to insure optimal functioning.</p> <hr/> <p><b>Key Skills</b></p> <ul style="list-style-type: none"><li>◆ <b>Inspect/Test</b> Examine and evaluate performance against a standard.</li><li>◆ <b>Install</b> Set up, position and adjust equipment, machines or software for use.</li><li>◆ <b>Operate Equipment</b> Control, adjust and maintain the operation of mechanical or electronic products or equipment.</li><li>◆ <b>Repair</b> Diagnose and correct malfunction in mechanical or electronic equipment.</li></ul> <hr/> <p><b>Valued Workplace Competencies</b></p> <ul style="list-style-type: none"><li>• Efficient and Appropriate Use of Machinery, Equipment and Tools</li><li>• Read and understand blueprints, maps, technical specifications and drawings</li><li>• Knowledge of Safety and Security Standards and Procedures</li><li>• Technological Innovations</li></ul>	<p><b>Computers/Technical</b> Construction Inspection Hardware Engineering Management Operation and Repair Programming Quality Control and Testing Software Engineering Surveying</p> <p><b>Earth Sciences</b> Engineering-Civil, Electrical, Electronic, Mechanical etc.</p> <p><b>Electrical and Electronic Equipment</b> Installation and Repair of Office Machines, Electronic Home Entertainment Equipment, Radio and Telecommunications Equipment</p> <p><b>Facilities Operations and Maintenance</b> Planning and Maintenance</p> <p><b>General Contracting</b> Building</p> <p><b>Landscape and Building Maintenance</b></p> <p><b>Manufacturing/Production</b> Quality Control Management</p> <p><b>Physical Sciences</b></p> <p><b>Plant and Systems Operations</b> Power Plant, Boiler and Waste Treatment Operation</p> <p><b>Real Estate</b> Property Management</p> <p><b>Skilled Trades</b> Aircraft Mechanics, Automotive, Carpentry, Dry-Wall Heating, Ventilation and Air Conditioning, Machinery, Metalwork, Plumbing, Refrigeration and Appliances</p> <p><b>Technical</b> Healthcare Technologists and Technicians*</p>

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