### Functional Skills: Knowing Your Strengths

**Major & Career Exploration**

Functional skills are competencies that are transferable to many different work settings. Developing a list of the functional skills you possess and most enjoy using can help you focus on majors and jobs that would fit your talents and provide satisfaction.

Place an X next to all of the skills that you believe you possess. Once you’ve completed that action, go back through the list and place a star (*) next to the top 10 skills you would enjoy using most. After completing these tasks, proceed to the next page.

**COMMUNICATION**
*Exchange, convey, and express knowledge and ideas.*

- [ ] Write
- [ ] Edit
- [ ] Summarize
- [ ] Communicate Verbally
- [ ] Listen
- [ ] Facilitate Discussion
- [ ] Consult
- [ ] Teach
- [ ] Train
- [ ] Sell
- [ ] Promote
- [ ] Use Languages
- [ ] Interview
- [ ] Ask Questions
- [ ] Present
- [ ] Negotiate
- [ ] Hold Conversations
- [ ] Entertain, Perform
- [ ] Host
- [ ] Interact with the Public
- [ ] Public Speaking
- [ ] Work in a Team

**ORGANIZATION MANAGEMENT**
*Direct and guide a group in completing tasks and attaining goals.*

- [ ] Solve Problems
- [ ] Manage Time
- [ ] Make Decisions
- [ ] Lead
- [ ] Meet Deadlines
- [ ] Supervise
- [ ] Motivate
- [ ] Recruit
- [ ] Resolve Conflicts
- [ ] Mediate
- [ ] Initiate Projects
- [ ] Organize
- [ ] Coordinate
- [ ] Handle Logistics
- [ ] Put Theory into Practice
- [ ] Delegate
- [ ] Give Directions
- [ ] Assume Responsibility
- [ ] Determine Policy
- [ ] Interpret Policy
- [ ] Apply Policy
- [ ] Set Priorities
- [ ] Stratagize

**RESEARCH & EXPLORATION**
*Search for specific knowledge.*

- [ ] Analyze Ideas
- [ ] Analyze Data
- [ ] Research
- [ ] Investigate
- [ ] Read for Information
- [ ] Interview for Information
- [ ] Gather Data
- [ ] Evaluate
- [ ] Critical Thinking
- [ ] Synthesize Information
- [ ] Observe
- [ ] Outline
- [ ] Formulate Hypotheses
- [ ] Develop Theories
- [ ] Calculate, Compare

**DESIGN & PLANNING**
*Imagine the future and develop a process for creating it.*

- [ ] Anticipate Problems
- [ ] Plan
- [ ] Conceptualize
- [ ] Design
- [ ] Display
- [ ] Format, Create the Layout
- [ ] Design Programs
- [ ] Anticipate Consequences
- [ ] Brainstorm New Ideas
- [ ] Think Visually
- [ ] Improvise
- [ ] Compose
- [ ] Adapt
- [ ] Create Images

**INFORMATION MANAGEMENT**
*Arrange and retrieve data, knowledge, and ideas.*

- [ ] Use Math Skills
- [ ] Organize Information
- [ ] Manage Information
- [ ] Keep Records
- [ ] Use Logic
- [ ] Develop Systems
- [ ] Categorize
- [ ] Summarize
- [ ] Streamline Systems
- [ ] Monitor

**PHYSICAL**
*Use hands or tools to build, repair, and invent.*

- [ ] Build
- [ ] Construct
- [ ] Invent
- [ ] Operate Equipment
- [ ] Repair
- [ ] Restore
- [ ] Use Physical Coordination
HUMAN SERVICES
Attend to physical, mental, or social needs of people.

- Use Interpersonal Skills
- Use Knowledge of Group Dynamics, Processes
- Being Sensitive to the Needs of Others
- Empathize
- Counsel
- Advocate
- Use Intuition
- Coach
- Provide Care

Write your top 10 skills in the space below with a brief example of how you have used each in a job, internship, co-curricular activity, or during class.

YOUR TOP 10 PREFERRED FUNCTIONAL SKILLS

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<th>EXAMPLE OF HOW YOU USED THIS SKILL</th>
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