

IDENTIFYING MY STRENGTHS – PART 1

Your strengths are a combination of:

1. Knowledge-based skills: Acquired from education and experience (e.g., computer skills, languages, degrees, training and technical ability)
2. Transferable skills: Your portable skills that you take from job to job (e.g., communication and people skills, analytical problem solving and planning skills)
3. Personal traits: Your unique qualities (e.g., dependable, flexible, friendly, hardworking, expressive, formal, punctual and being a team player)

STEP 1: Put a star next to your strengths

STEP 2: Answer the questions in Part 2

Analytical skills Communication skills Confidence Courage/Bravery Creative Thinking Critical Thinking Curiosity Connector (People) Detail-Oriented Empathy Flexible Gratitude Honesty Humility Humor Idea Generator Inclusive Inspiring Mentoring Skills Open-minded Organization/Planning Perseverance Persuasive Positivity Problem-solving	Quick Learner Self Aware Social intelligence/skills Speaking/Presenting skills Stamina/Hard Work Teaching Facilitating skills Teamwork Tech Savvy Writing skills Your Brainstorm: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
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IDENTIFYING MY STRENGTHS- PART 2

STEP ONE

Exploring Strengths

Write down answers to the following:

1. What is one skill or attribute that you do that makes a difference to the outcome of your work?
2. What achievements have you made? What did you specifically do to make them happen?
3. What do you do at work and home that you find comes easily to you and you are good at?
4. What would other people who know you say you were good at doing? What were the strengths shared in your “Do it yourself 360” conversations?
5. What do you do in your role to create results?
6. What do you want to be known for being good at – please come up with at least 5 descriptive words
(e.g., collaborative, analytical, creative, tech savvy...?)

STEP TWO

Clarifying Strengths

Do the following:

1. Go over your answers and highlight any words/themes/ideas that you have written more than once or that stand out.
2. Review the Strengths List – Part 1 – Add any new strengths that emerged from this reflection.
3. Choose the 5 Strengths you feel are the most impactful and important to your career and leadership and list them below:

My Top 5 Strengths

1. _____
2. _____
3. _____
4. _____
5. _____