**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
- Strategize

### 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

1. 

2. 

3. 

4. 

5. 

6. 

7. 

8. 

9. 

10.