



Entrepreneurial Skills Workbook



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What Skills Do I Have?

Many people believe that skills come from work experience. Although this is true, it's important to remember that skills can come from a number of other activities such as volunteering and personal activity.

Often you may be unaware of the skills that you have. This is because we tend to get hung up on “work related skill” and forget about transferable, essential and personality skills which are equally important.

The purpose of this workbook is for you to identify skills that you have so you may use them on a resume, in an interview, or in other aspects of your professional life.

If you follow the instructions at the top of each page, you will identify new skills and that you've accumulated. Remember that you will continue to add to these lists throughout your working life.

This is not a test. Your Entrepreneurial Skills Profile may be very different from someone else's, but its all part of what makes you unique.

Good luck.

Youth Navigator

Essential Skills

Essential skills are the basics that you need in almost every type of job.

Rate yourself on the following essential skills. Consider each one carefully and be totally honest.

1 = Do not have skill 2 = Have skill in moderation 3 = Excellent use of skill

Reading	1	2	3
Writing	1	2	3
Active listening	1	2	3
Speaking	1	2	3
Presenting	1	2	3
Team work	1	2	3
Problem solving	1	2	3
Task management	1	2	3
Co-operation	1	2	3
Self-reliance	1	2	3
Basic mathematical skills	1	2	3
Understanding concepts	1	2	3
Computer skills	1	2	3
Decision making	1	2	3
Positive attitude and behaviours	1	2	3
Responsibility	1	2	3
Adaptability	1	2	3
Time management	1	2	3
Following instructions	1	2	3
Ability to learn new things	1	2	3
Planning and organizing	1	2	3

Transferable Skills

Transferable skills are skills that are valuable in any work environment – you can transfer them from one job to another. Place a check-mark beside the transferable skills that you have.

- | | |
|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Analyzing situations or data <input type="checkbox"/> Assembling equipment or information <input type="checkbox"/> Calculating mathematical computations <input type="checkbox"/> Coaching guiding or tutoring <input type="checkbox"/> Compiling data or facts <input type="checkbox"/> Constructing objects or buildings <input type="checkbox"/> Coordinating activities or events <input type="checkbox"/> Corresponding answering, or initiating <input type="checkbox"/> Counselling <input type="checkbox"/> Creating, new ideas, inventions <input type="checkbox"/> Deciding making decisions <input type="checkbox"/> Delegating tasks or responsibilities <input type="checkbox"/> Designing ideas, products or equipment <input type="checkbox"/> Editing newspapers or magazines <input type="checkbox"/> Evaluating programs, performance <input type="checkbox"/> Fundraising <input type="checkbox"/> Group Facilitation managing group <input type="checkbox"/> Handling Complaints client, customer <input type="checkbox"/> Inspecting or examining objects, financial statements, etc <input type="checkbox"/> Interpreting data, medical or technical <input type="checkbox"/> Interviewing <input type="checkbox"/> Investigating causes, information <input type="checkbox"/> Making Layouts for print media or public displays <input type="checkbox"/> Meeting the Public sales, public servant, receptionist | <ul style="list-style-type: none"> <input type="checkbox"/> Monitoring progress or process <input type="checkbox"/> Motivating others <input type="checkbox"/> Observing behaviours, situations <input type="checkbox"/> Operating equipment, machines <input type="checkbox"/> Organizing people, information, events <input type="checkbox"/> Planning budgeting, goal setting or scheduling <input type="checkbox"/> Programming equipment, activities <input type="checkbox"/> Promoting through media <input type="checkbox"/> Recording information <input type="checkbox"/> Record Keeping logs, files <input type="checkbox"/> Repairing equipment, vehicles, furniture <input type="checkbox"/> Researching gathering information <input type="checkbox"/> Risk Taking <input type="checkbox"/> Selling ideas, products, policies <input type="checkbox"/> Serving a product or individual <input type="checkbox"/> Sketching pictures, diagrams, charts <input type="checkbox"/> Speaking in public to groups <input type="checkbox"/> Supervising people or processes <input type="checkbox"/> Teaching formal or informal <input type="checkbox"/> Timing organizing time or events <input type="checkbox"/> Troubleshooting equipment of situations <input type="checkbox"/> Updating information or records <input type="checkbox"/> Using Instruments <input type="checkbox"/> Writing creating or expository |
|--|--|

Personality Skills

These are skills or character traits that further define your abilities to potential employers.

Personality skills are what make you a unique individual.

Circle some of your personality skills from the following list:

Adaptable	Efficient	Persevering
Ambitious	Energetic	Persuasive
Analytical	Enthusiastic	Practical
Assertive	Friendly	Punctual
Businesslike	Helpful	Realistic
Careful	Honest	Reliable
Cautious	Humourous	Resourceful
Cheerful	Independent	Responsible
Competent	Intelligent	Risk Taking
Competitive	Inventive	Self Controlled
Confident	Logical	Sensible
Conscientious	Loyal	Sensitive
Conservative	Mature	Sincere
Consistent	Methodical	Sociable
Cooperative	Meticulous	Supportive
Creative	Modest	Tactful
Curious	Motivated	Teachable
Decisive	Open-minded	Thorough
Diplomatic	Optimistic	Trustworthy
Discreet	Organized	Understanding
Easy-going	Patient	Versatile

Work Related Skills

Work related skills are gained from previous work or volunteer experience. Think about things you have learned and tasks you have completed successfully.

In the following section, list the jobs or volunteer experiences you have had. Beside each one, write the specific work related skills you learned from the job. A sample is provided for you.

Work or Volunteer Experience	Skills I have learned
McDonalds	Handling money, operating computerized cash register, working with the public.

Harvesting a Gift

Your talents or skills may be something that goes back to your childhood or something that you have developed later in life. People may have commented on these special abilities. They may ask you to volunteer to help them because you are so good at using your gift.

Answer the following questions to get you thinking about skills you may not have identified:

My friends often compliment me on my ability to:

Things people often ask me to help them with are:

Things I am good at:

Ask someone who knows you: “what am I gifted at?”

Assessing My Skills:

Look back through this booklet to answer the following questions. This will be helpful when making career decisions, preparing resumes and answering questions in job interviews.

What Essential Skills do I have?

What Transferable Skills do I have?

What Personality Skills do I have?

What Work Related Skills do I have?

What Other Skills or Gifts do I have?

What do I need?

Now that you have looked at the skills you have, consider the skills you'd like to develop. Use this page to identify skills you'd like to acquire and ways you could get them. If you're not sure how to get them, look at the "Skills Development" section of youthjobs.ca.

Skills I Need to Develop

Ways to Acquire these Skills

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Entrepreneurial Quiz...

Many entrepreneurs share similar qualities, skills, and personality traits. This self-assessment exercise will help you identify which entrepreneurial characteristics you possess.

(Remember, this is simply an indication of your **current** entrepreneurial development.)

Directions: Mark an X in the column that best describes you:

I Am ...	Never	Some of the time	Most of the time	Always
Able to accept feedback				
Self confident				
A good communicator				
Able to delegate responsibilities				
In control of most situations				
Adventurous and take risks				
Able to handle stress or pressure				
Highly motivated				
Good with money / finances				
Good at managing my time				
Able to multi-task				
Passionate about my goals				
Persistent and follow-through				
Creative				
Hard working and energetic				
Good at recognizing opportunities				
A team player				
A positive thinker				
Able to conduct research effectively				
I am goal-oriented				
Count your check marks in each column:				
Multiply by:	x1	x2	x3	x4
Total :				

Add all four columns together ___ + ___ + ___ + ___ = _____ (your score)

70 to 100	You are very entrepreneurial. If you haven't already considered starting a business as a career option, it may be time to give it some serious thought.
50 to 70	You have a great deal of entrepreneurial spirit and should consider how your skills may be used to plan an entrepreneurial approach to work and life.
30 - 50	You possess a fair amount of entrepreneurial skills, but may need to develop a few more. Look for opportunities to expand on your skills.
20 - 30	You should consider looking for some opportunities to increase your entrepreneurial skills. Start by volunteering and taking some courses to help you along the way.