

Worksheet to map my soft skills

With this worksheet I will get to know myself better. I will detect situations in life in which my personal set of soft skills showed up before. This allows me to better present myself later when applying for a job, internship placement or other training programme.

Introduction: I have skills and strengths!

Questions to get to know myself better in general (please fill in the blank boxes):

1) There is something I work extra hard at. I felt a sense of achievement here:

2) These are the tasks I like to take on when I do something with friends:

3) This is what I find particularly great about a certain job:

4) I forget the time when I do these activities:

5) Others ask me for advice about:

6) These qualities were easily observed by my friends, schoolmates or colleagues in former internships?:



These are the Top 10 soft skills I think I possess (please select 10 out of the following list):

Self-awareness:

- Self-reflection Self-control Ethics

Adaptability:

- Critical reflection Resilience Flexibility

Initiative:

- Courage Self-belief Problem solving

Curiosity:

- Observation Questioning Information sourcing

Creativity:

- Imagination Originality Idea generation

Sense making:

- Pattern recognition Analysis Opportunity recognition

Holistic thinking:

- Strategic thinking Logical thinking Judgement

Communication:

- Storytelling Motivating others Listening

Collaboration:

- Team work Empathy Conflict management

Getting closer: Important areas in my life!

These are relevant areas in my life (Select the areas that are part of your life and, if necessary, add more that are not listed here):

School/Education Training Job Volunteering Internship

Family/Relatives Friends

Finances Health

Hobbies/Free time activities:

Music Sport _____

Others: _____



Almost there: This is how soft skills showed up in my life areas!



Have a closer look at your individual areas of life:

Describe examples of your soft skills in this specific area:

e.g. deselect out of the 9 soft skills per life area and explain how your soft skills became visible in a certain situation or activity.



(Self-awareness, Adaptability, Initiative, Curiosity, Creativity, Sense making, Holistic thinking, Communication, Collaboration)

Soft Skill	What have I done and where (situation, activity)?	How did my soft skills become visible in this situation or activity?
Holistic thinking	Volunteering in local fire brigade	Fire service requires a lot of knowledge which I need to combine in every new case depending on the situation



Finally: My personal goals



“Begin with the end in mind” (Stephen Covey) - thinking about my goals will motivate me and help me to find the right way to better present myself: (please describe shortly your goals for your professional life)

1) These are my short-term goals (1-2 years):

2) These are my long-term goals (5 years):

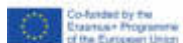
3) This is my next vocational goal:

4) This is what I will do exactly to get closer to my vocational goal:

5) These soft skills will be helpful to achieve this goal:



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