

## Professional Skills Matrix

Skill	Ways to Practice
Assertiveness	<ul style="list-style-type: none"> <li>• Serve as a fundraiser, solicit pledges or support</li> <li>• Recruit others to support a cause or organization</li> </ul>
Budget Management	<ul style="list-style-type: none"> <li>• Plan or chair events with a budget</li> <li>• Volunteer for a board position with finance responsibility</li> </ul>
Change Management/Strategic Awareness	<ul style="list-style-type: none"> <li>• Participate on an organization's board</li> <li>• Participate in a focus group</li> <li>• Help write a group's vision</li> </ul>
Computer Skills	<ul style="list-style-type: none"> <li>• Develop a database for an organization</li> <li>• Provide data entry for a group or project</li> </ul>
Conflict Resolution	<ul style="list-style-type: none"> <li>• Serve on a board</li> <li>• Manage a function or event; serve as a subcommittee chair</li> </ul>
Cultural Awareness	<ul style="list-style-type: none"> <li>• Be a tutor or mentor</li> <li>• Volunteer in an activity that works closely with people unlike yourself</li> </ul>
Creativity	<ul style="list-style-type: none"> <li>• Volunteer at a children's arts and crafts project, developing fliers/artwork/promotional materials for a project.</li> </ul>
Delegating	<ul style="list-style-type: none"> <li>• Chair a committee</li> <li>• Assume a leadership role in an organization</li> </ul>
Event Planning	<ul style="list-style-type: none"> <li>• Coordinate volunteers</li> <li>• Sit on a planning committee for a big event</li> </ul>
Leadership	<ul style="list-style-type: none"> <li>• Serve as a chair on a committee or event</li> <li>• Be a spokesperson for a group or organization</li> <li>• Work with young people as a mentor</li> </ul>
Managing People	<ul style="list-style-type: none"> <li>• Manage volunteers at a project or event</li> <li>• Coordinate an event</li> </ul>
Motivating Others	<ul style="list-style-type: none"> <li>• Be a mentor</li> <li>• Chair a committee</li> <li>• Coordinate volunteers</li> <li>• Recruit friends and colleagues to join you in a project or event</li> </ul>
Negotiating Skills	<ul style="list-style-type: none"> <li>• Obtain resources for an event or organization</li> <li>• Serve on a committee</li> </ul>
Organizational Skills	<ul style="list-style-type: none"> <li>• Plan an event</li> <li>• Provide clerical services</li> <li>• Sort donations</li> </ul>
Planning	<ul style="list-style-type: none"> <li>• Coordinate an event or activity</li> <li>• Sit on a committee for an event or project</li> </ul>
Presentation Skills	<ul style="list-style-type: none"> <li>• Lead an orientation for a group or organization</li> <li>• Be a spokesperson for an organization</li> <li>• Serve as a Project Leader or Team Captain</li> </ul>
Problem-Solving	<ul style="list-style-type: none"> <li>• Be an on-site manager for a big event</li> <li>• Be a project leader</li> </ul>
Project Management	<ul style="list-style-type: none"> <li>• Coordinate an ongoing project</li> </ul>

# Get HandsOn!

## Professional Skills Matrix

Selling	<ul style="list-style-type: none"><li>• Fundraise</li><li>• Solicit resources for an event or organization</li><li>• Recruit volunteers for an event or organization</li></ul>
Teamwork	<ul style="list-style-type: none"><li>• Coordinate volunteers</li><li>• Work on a rehab or building project</li><li>• Plan an event</li></ul>
Time Management	<ul style="list-style-type: none"><li>• Chair a committee and facilitate the meetings</li><li>• Manage resources for an organization or event</li></ul>
Verbal Communication Skills	<ul style="list-style-type: none"><li>• Volunteer for an activity that involves the phone</li><li>• Chair an event</li><li>• Be a spokesperson</li><li>• Lead volunteers in an activity</li></ul>
Written Communication Skills	<ul style="list-style-type: none"><li>• Write a newsletter for an organization</li><li>• Write a press release</li><li>• Develop letters for fundraising</li><li>• Take meeting minutes</li><li>• Serve as the secretary for a group or board.</li></ul>