

Professional Skills Matrix

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

Get HandsOn!

Professional Skills Matrix

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