



Soft Skills Assessment

Try this exercise to assess where the gaps are in your soft skill-set.

1. Review the list of common soft skills that underpin Emotional Intelligence.
2. Assess how satisfied you are with your ability to demonstrate each characteristic or attribute.
3. Rate your assessment on a scale of 1 – 10 (10 = high).
4. Consider asking a friend, colleague or your boss to assess you.

Date:	Score		Score
Adaptable		Manages Stress	
Assertive		Manages Time	
Authentic		Motivates Others	
Collaborative		Open	
Committed		Optimistic	
Communicator		Passionate	
Compassionate		Patient	
Confident		Persistent	
Conscientious		Positive	
Courageous		Problem solver	
Creative		Purposeful	
Decisive		Rapport builder	
Delegates		Reliable	

Determined		Resilient	
Develops others		Respects others	
Driven		Respects self	
Empathetic		Self-accepting	
Energetic		Self-aware	
Flexible		Self-belief	
Honest		Self-confident	
Humble		Self-control	
Inclusive		Self-disciplined	
Influencer		Self-esteem	
Intuitive		Self-motivated	
Initiative		Sensitive	
Innovative		Sincere	
Integrity		Socially aware	
Listens		Takes responsibility	

Now, jot down the attributes you are most proud of and why.

Next, consider which characteristics or attributes **you** think you need to develop.

How is this different to the views of other people?

Take the **top five attributes/skills** that you would like to develop, and write down what the difference will be, once you have enhanced these skills.

This is one of the many exercises from my new book 'Soft Skills for Strong Leaders; Ten Steps to Management Success'.



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