**STRENGTHS** – Tick the subjects that you ***ENJOY*** doing or feel you do well or have specialist knowledge. ( If you do not indicate something it does not reflect that you can't do it – i.e. You probably do your admin well but it does not necessarily mean you enjoy doing it.
Add any others below or over the page
Then circle the 3 main ones

| **Names:** | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Leading | | | | | | | | | | | | | | | | |
| Organising | | | | | | | | | | | | | | | | |
| Project Management | | | | | | | | | | | | | | | | |
| Administration | | | | | | | | | | | | | | | | |
| Research | | | | | | | | | | | | | | | | |
| Report writing | | | | | | | | | | | | | | | | |
| Editing | | | | | | | | | | | | | | | | |
| Drafting | | | | | | | | | | | | | | | | |
| Computer (Database) | | | | | | | | | | | | | | | | |
| PowerPoint | | | | | | | | | | | | | | | | |
| Web design | | | | | | | | | | | | | | | | |
| Internet | | | | | | | | | | | | | | | | |
| Record keeping | | | | | | | | | | | | | | | | |
| Mentoring | | | | | | | | | | | | | | | | |
| Training | | | | | | | | | | | | | | | | |
| Being creative | | | | | | | | | | | | | | | | |
| Conceptualising | | | | | | | | | | | | | | | | |
| Arranging seminars/ conf. | | | | | | | | | | | | | | | | |
| Designing | | | | | | | | | | | | | | | | |
| Problem solving | | | | | | | | | | | | | | | | |
| Communication | | | | | | | | | | | | | | | | |
| Languages | | | | | | | | | | | | | | | | |
| Translation | | | | | | | | | | | | | | | | |
| Analytical thinking | | | | | | | | | | | | | | | | |
| Presenting | | | | | | | | | | | | | | | | |
| Marketing | | | | | | | | | | | | | | | | |
| Selling | | | | | | | | | | | | | | | | |
| Fund raising | | | | | | | | | | | | | | | | |
| Financial Analysis | | | | | | | | | | | | | | | | |
| Legal analysis | | | | | | | | | | | | | | | | |
| Networking | | | | | | | | | | | | | | | | |
| Good memory | | | | | | | | | | | | | | | | |
| Handling stress | | | | | | | | | | | | | | | | |
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