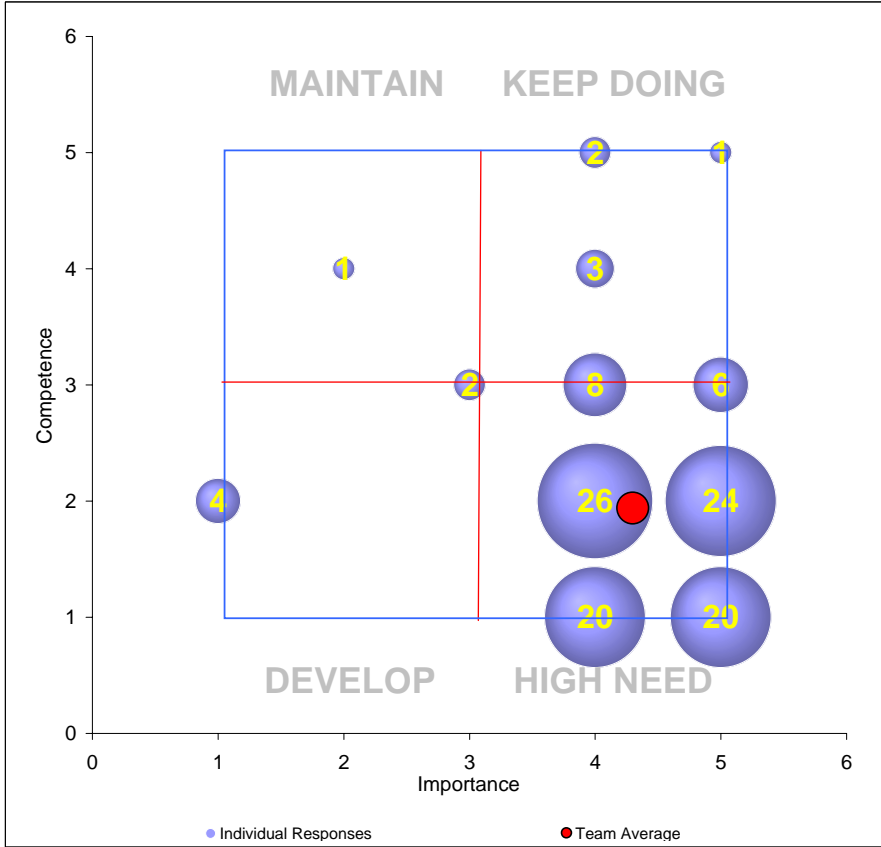


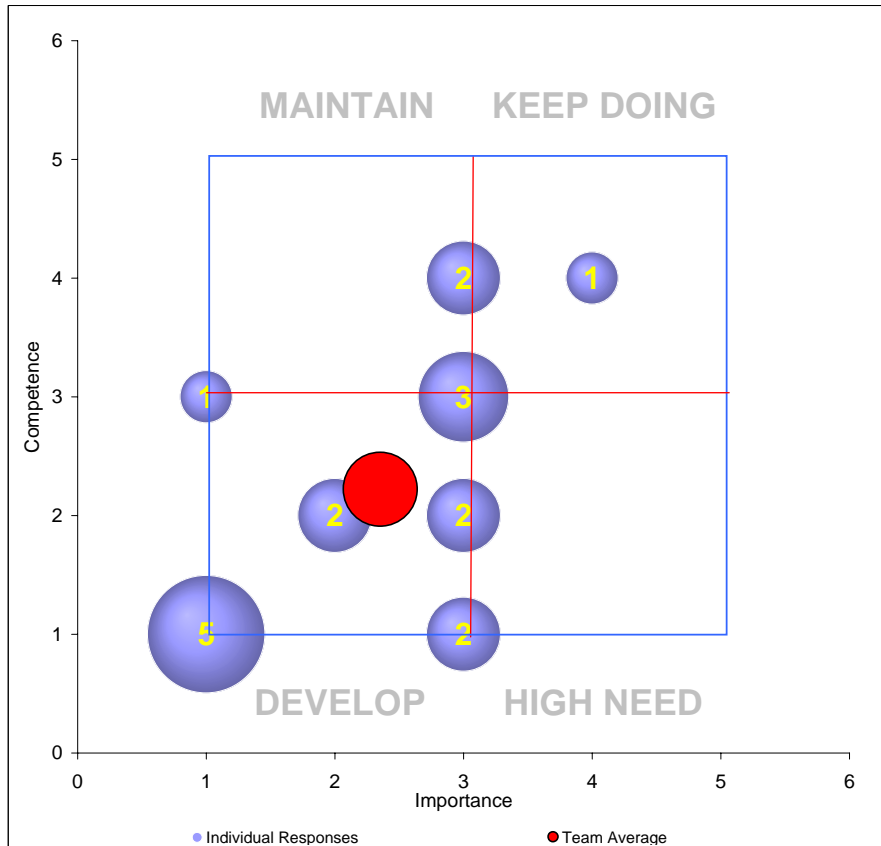
# Skill Pinpointing

## ASSERTING YOUR IDEAS

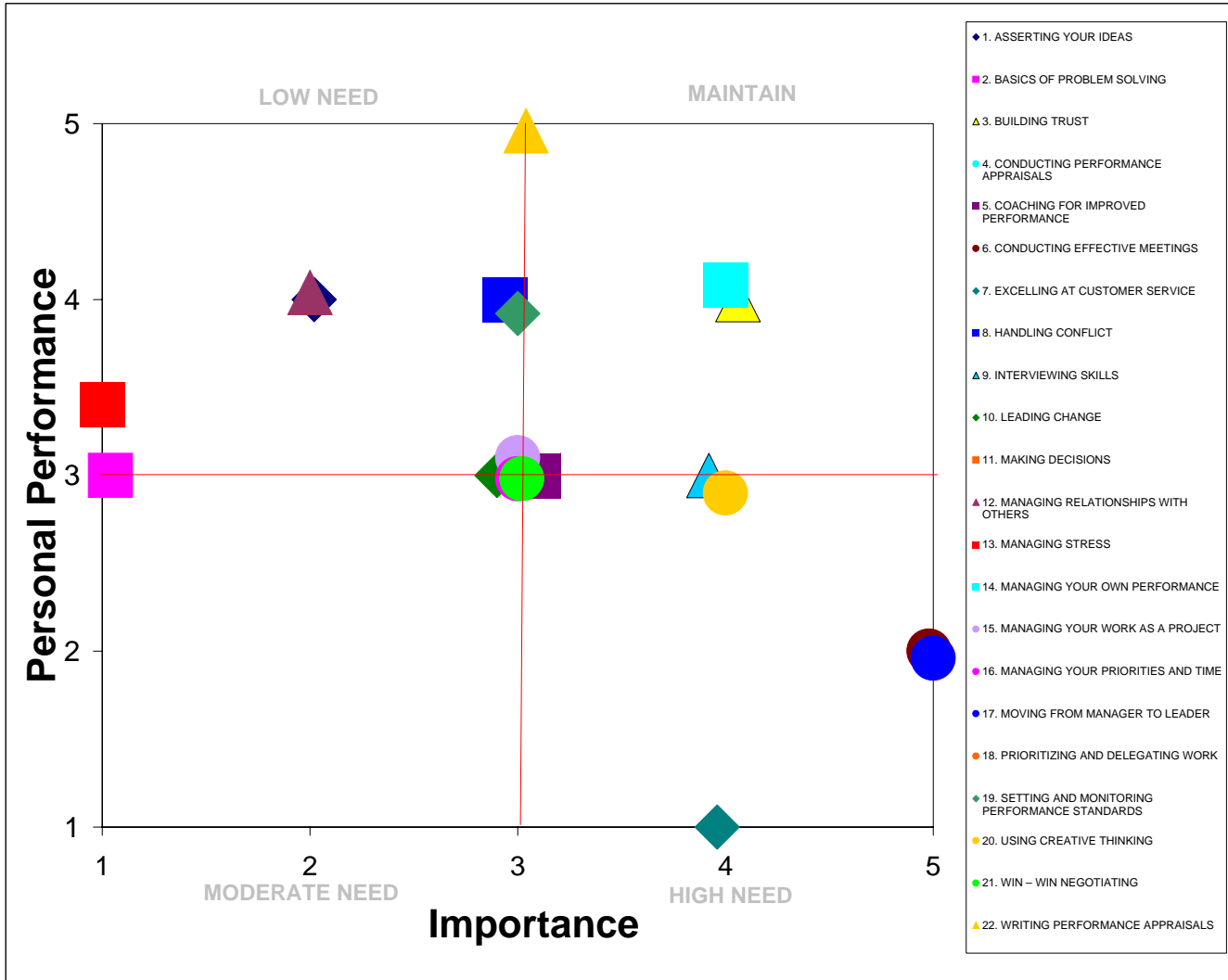
## NOTES



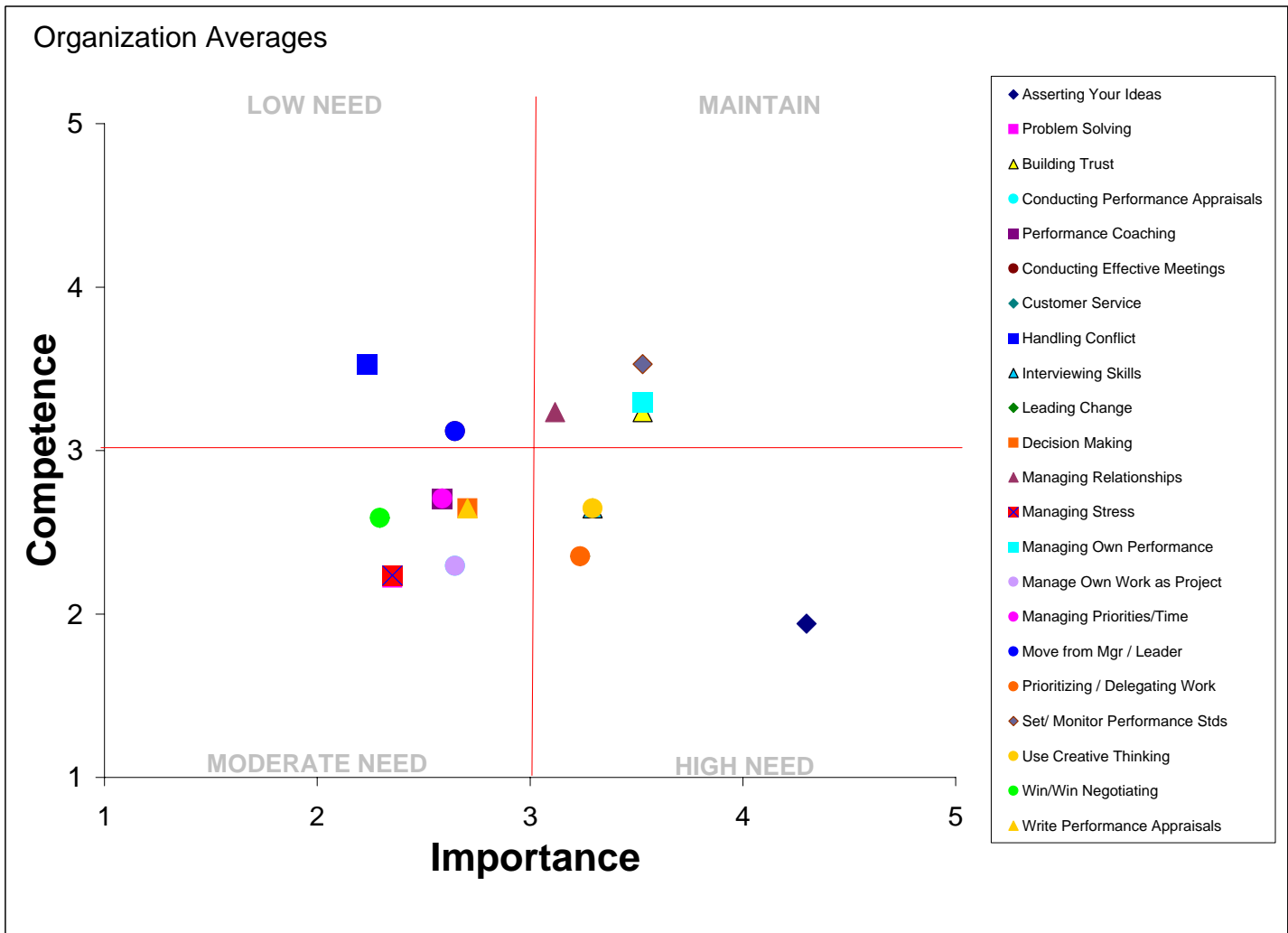
## BASICS OF PROBLEM SOLVING



# Chris Sample



	Importance	Competence	Need Level
1. ASSERTING YOUR IDEAS	2.00	4.00	4-Low Need
2. BASICS OF PROBLEM SOLVING	1.00	3.00	2-Moderate Need
3. BUILDING TRUST	4.00	4.00	3-Maintain
4. CONDUCTING PERFORMANCE APPRAISALS	3.00	3.00	2-Moderate Need
5. COACHING FOR IMPROVED PERFORMANCE	3.00	3.00	2-Moderate Need
6. CONDUCTING EFFECTIVE MEETINGS	5.00	2.00	1-High Need
7. EXCELLING AT CUSTOMER SERVICE	4.00	1.00	1-High Need
8. HANDLING CONFLICT	3.00	4.00	4-Low Need
9. INTERVIEWING SKILLS	4.00	3.00	1-High Need
10. LEADING CHANGE	3.00	3.00	2-Moderate Need
11. MAKING DECISIONS	3.00	5.00	4-Low Need
12. MANAGING RELATIONSHIPS WITH OTHERS	2.00	4.00	4-Low Need
13. MANAGING STRESS	1.00	3.00	2-Moderate Need
14. MANAGING YOUR OWN PERFORMANCE	4.00	4.00	3-Maintain
15. MANAGING YOUR WORK AS A PROJECT	3.00	3.00	2-Moderate Need
16. MANAGING YOUR PRIORITIES AND TIME	3.00	3.00	2-Moderate Need
17. MOVING FROM MANAGER TO LEADER	5.00	2.00	1-High Need
18. PRIORITIZING AND DELEGATING WORK	4.00	1.00	1-High Need
19. SETTING AND MONITORING PERFORMANCE STA	3.00	4.00	4-Low Need
20. USING CREATIVE THINKING	4.00	3.00	1-High Need
21. WIN - WIN NEGOTIATING	3.00	3.00	2-Moderate Need
22. WRITING PERFORMANCE APPRAISALS	3.00	5.00	4-Low Need



	Importance	Competence	
1 Asserting Your Ideas	4.30	1.94	1-High Need
7 Customer Service	3.24	2.35	1-High Need
9 Interviewing Skills	3.29	2.65	1-High Need
18 Prioritizing / Delegating Work	3.24	2.35	1-High Need
20 Use Creative Thinking	3.29	2.65	1-High Need
2 Problem Solving	2.35	2.22	2-Moderate Need
4 Conducting Performance Appraisals	2.65	2.29	2-Moderate Need
5 Performance Coaching	2.59	2.71	2-Moderate Need
10 Leading Change	2.29	2.59	2-Moderate Need
11 Decision Making	2.71	2.65	2-Moderate Need
13 Managing Stress	2.35	2.24	2-Moderate Need
15 Managing Own Work as Project	2.65	2.29	2-Moderate Need
16 Managing Priorities/Time	2.59	2.71	2-Moderate Need
21 Win / Win Negotiating	2.29	2.59	2-Moderate Need
22 Write Performance Appraisals	2.71	2.65	2-Moderate Need
3 Building Trust	3.53	3.24	3-Maintain
12 Managing Relationships	3.12	3.24	3-Maintain
14 Managing Own Performance	3.53	3.29	3-Maintain
6 Conducting Effective Meetings	2.65	3.12	4-Low Need
8 Handling Conflict	2.24	3.53	4-Low Need
17 Move from Mgr / Leader	2.65	3.12	4-Low Need
19 Set / Monitor Performance Stds	2.24	3.53	4-Low Need