

CITY OF MADISON

Creating a Skills Self-Assessment

Our ability to reflect on who we are and what makes us awesome, all while holding space for continual growth and development is foundational to our Leadership Philosophy, Values-Based Leadership, here at the City of Madison. Building upon these principles allows us to consider the skills we already possess *and* seek to strengthen so we can meet the evolving needs of ourselves and our community. Use this exercise to assess your skills today and consider where to begin your skills improvement journey. Share your reflections and insights as part of the mentorship experience.

Task 1: Mentee selects 3-5 skills they want to further develop.

Consider the following list of skills that are in-demand in our organization and the broader economy:

- | | | |
|--|---|---|
| <input type="checkbox"/> Accountability | <input type="checkbox"/> Creating Standard Operating Procedures | <input type="checkbox"/> Relationship Building |
| <input type="checkbox"/> Analytical Thinking | <input type="checkbox"/> Customer Service | <input type="checkbox"/> Research Conducting |
| <input type="checkbox"/> Budgeting | <input type="checkbox"/> Delegation | <input type="checkbox"/> Risk Management |
| <input type="checkbox"/> Coaching & Developing Others | <input type="checkbox"/> Equity & Inclusion | <input type="checkbox"/> Shared Vision |
| <input type="checkbox"/> Collaboration | <input type="checkbox"/> Goal Setting | <input type="checkbox"/> Strategic Planning |
| <input type="checkbox"/> Communication - Written | <input type="checkbox"/> Innovation Practices | <input type="checkbox"/> Strategic Thinking |
| <input type="checkbox"/> Community Engagement & Public Participation | <input type="checkbox"/> Organization | <input type="checkbox"/> Supervision & Management |
| <input type="checkbox"/> Conflict Resolution | <input type="checkbox"/> Planning | <input type="checkbox"/> Taking Initiative |
| <input type="checkbox"/> Continuous Improvement | <input type="checkbox"/> Project & Portfolio Management | <input type="checkbox"/> Teamwork |
| | <input type="checkbox"/> Problem Solving | <input type="checkbox"/> Values Based Leadership |
| | <input type="checkbox"/> Public Speaking & Presentations | <input type="checkbox"/> Work planning |
| | | <input type="checkbox"/> Others: |

Task 2: Mentee self-rates the 10 skills selected and self-reflects on each skill.

Self-rating scale: consider the following scale when self-rating the skills you identified above.

- 9 Outstanding
- 8 Excellent
- 7 Very good
- 6 Good
- 5 Above average
- 4 Average
- 3 Below average
- 2 Weak
- 1 Very weak

Self-reflection: What about each skill are you already good at? What about each skill do you specifically want to strengthen? How can you use your strengths from your StrengthsFinder assessment to help you develop this skill? Use the table on the next page for taking notes.

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Name:

Date:

Skill	Self-Rating (1-9)	Self-Reflection Notes <i>What about each skill are you already good at? What about each skill do you specifically want to strengthen? What about each skill do you feel could be improved? How can you use your strengths from your StrengthsFinder assessment to help you develop this skill?</i>	Action Plan

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Task 3: Mentee discusses the skills-self assessment with Mentor.

First, mentee shares with appreciation all the skills they possess and/or want to strengthen.

Be abundant with your appreciation, recognizing we all have a unique blend of skills we possess and infinite opportunities for improvement. The fact you are willing to self-reflect and find room for growth signals your commitment to Values Based Leadership.

It may be helpful to discuss the list in order of self-rating highest to lowest. Then, Mentor and Mentee spend time discussing each skill individually, brainstorming toward an action plan.

- Why were these skills identified?
- Which skill(s) are most important for you to focus on? *Consider your natural talents first.*
- How will you strengthen these talents?

Task 4: Write an action plan for any number of the skills you want to strengthen most.

Continue this conversation with mentor(s) and other mentee(s) for shared accountability for growth.

Looking for More Mentoring Support?

Feel free to reach out to Jay Winston at JWinston@cityofmadison.com anytime with questions or concerns!