



Skills and Capabilities Inventory for Family Leaders

Use this tool to track and identify your current skill set and areas for improvement.

SKILL	SKILL LEVEL	SKILL BUILDING	SUPPORT NEEDED	NOTES
COMMUNICATION SKILLS				
Public speaking and in front of groups to present and debate	☐ No experience ☐ Basic ☐ Advanced ☐ Expert	☐ I want to build ☐ Currently building ☐ Not needed		
Communicating in writing	☐ No experience ☐ Basic ☐ Advanced ☐ Expert	☐ I want to build ☐ Currently building ☐ Not needed		
Expressing ideas clearly to develop solutions	☐ No experience ☐ Basic ☐ Advanced ☐ Expert	☐ I want to build ☐ Currently building ☐ Not needed		
Accepting others' comments, ideas, questions, and constructive feedback	☐ No experience ☐ Basic ☐ Advanced ☐ Expert	☐ I want to build ☐ Currently building ☐ Not needed		
Sharing my lived experience and story with others	☐ No experience ☐ Basic ☐ Advanced ☐ Expert	☐ I want to build ☐ Currently building ☐ Not needed		
Speaking and writing in more than one language	☐ No experience ☐ Basic ☐ Advanced ☐ Expert	☐ I want to build ☐ Currently building ☐ Not needed		
LEADERSHIP SKILLS				
Managing conflict and solving problems	☐ No experience ☐ Basic ☐ Advanced ☐ Expert	☐ I want to build ☐ Currently building ☐ Not needed		
Coaching, mentoring, and training others to become leaders	☐ No experience ☐ Basic ☐ Advanced ☐ Expert	☐ I want to build ☐ Currently building ☐ Not needed		
Leading and working with teams in workgroups	☐ No experience ☐ Basic ☐ Advanced ☐ Expert	☐ I want to build ☐ Currently building ☐ Not needed		
Meeting others and building relationships	☐ No experience ☐ Basic ☐ Advanced ☐ Expert	☐ I want to build ☐ Currently building ☐ Not needed		

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WORKING IN A GROUP				
Planning agendas, organizing meetings, and taking notes	☐ No experience ☐ Basic ☐ Advanced ☐ Expert	☐ I want to build ☐ Currently building ☐ Not needed		
Networking and talking to others you don't know	☐ No experience ☐ Basic ☐ Advanced ☐ Expert	☐ I want to build ☐ Currently building ☐ Not needed		
Developing reports and collecting data	☐ No experience ☐ Basic ☐ Advanced ☐ Expert	☐ I want to build ☐ Currently building ☐ Not needed		
Computer skills: ☐ Word ☐ PowerPoint ☐ Excel ☐ Canva ☐ Outlook ☐ Gmail ☐ Other	☐ No experience ☐ Basic ☐ Advanced ☐ Expert	☐ I want to build ☐ Currently building ☐ Not needed		

OTHER SKILLS (Include skills not mentioned)

	☐ No experience ☐ Basic ☐ Advanced ☐ Expert	☐ I want to build ☐ Currently building ☐ Not needed		
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