



# Occupational Skills Inventories



Occupational Skills Inventory - Demo



**Skills Inventories** are occupation and job-specific lists of competencies that have been value weighted according to

**Sample** Impact - importance  
Frequency - how often the skill is used, and  
Competency - how well the individual can learn the skill).

Included with each skill list is a **rating form** managers can use to assess employee's knowledge-skill level on a 1-5 scale:

- 1) **Sample** f the subject in progress
- 2) occasional direction
- 3) rforms the work
- 4) ge
- 5) Expert - able to teach subject, innovate, design

**Skills inventory** ratings are used several ways:

1. identify strengths and development needs
2. determine training budgets and class sizes
3. prepare career paths
4. pair mentors with people who need help
5. identify coaching required
6. assess readiness for promotion

Client users can customize the skills listed by editing the language, or deleting and adding new skills.



# Skills Inventory Template

JOB SKILL REQUIREMENTS FOR SALES	FACTOR WEIGHTS	EMP	A) Enter employees' names and Skill Rating as: 1) Learner - skill is needed; active learning of the subject in progress
SELECT A SKILL SET	FREQUENCY the skill is used on the job:		

**Skills Inventories** are occupation-specific lists of competencies (up to 250 knowledge-skill requirements) that were value weighted by three performance value predictors. A built in skill rating form allows managers to assess and compare employee competence on a 1-5 scale.

b) Rate Knowledge Level needed  
c) Rate Importance or Impact  
d) Sort Skills by highest Value

**STEP 3) Assess Learning Needs >>**  
Enter the number needing training or rate each employee individually

[CLICK HERE TO Rate employee's Skill level](#)

**IMPACT/IMPORTANCE of the skill**

2) Sort Employee Skill Levels into groups

C) Decide the type and level of training required  
Focus on skills with high weights and low ratings

[CLICK HERE TO Show Job Skill Weights](#)

Avg Skill Rating = 4 or high  
Avg Skill Rating = 3 or high  
Avg Skill Rating = 2 or high  
Avg Skill Rating = 5  
Avg Skill Rating = 4  
Avg Skill Rating = 3  
Avg Skill Rating = 2  
Avg Skill Rating = 1

List all Ratings and all Skills

SKILLS LIST DESCRIPTION		Sum	Rank	Description (if needed)	# Emp	EMPLOYEE #	1	2	3	4	
						Enter Names >	Jones, Larry	Collins, Ted	Starica, Sharon		
#	Sales Professional					Average	Count	Skill Level	Skill Level	Skill Level	Skill Level
1	Professional Selling Skills	-	-			2.7	3	1	2	5	
2	Qualifying prospects in person and on the phone	-	-			3.3	3	3	3	4	
3	Call planning -prioritizing and preparing for sales calls	-	-			2.7	3	2	1	5	
4	Form network contacts; how to develop and classify leads	-	-			4.3	3	5	3	5	
5	Follow up--knowing when to check back or provide service	-	-			4.0	1			4	
6	Maintaining a personable and professional image	-	-				0				
7		-	-				0				
8	Presentation Skills	-	-				0				
9	Establishing a comfortable rapport	-	-				0				
10	Identifying needs; probing for problems our products solve	-	-				0				
11	Presenting. Offer organized, concise, alternative solutions	-	-				0				
12	Handling objections; overcoming resistance to buy	-	-				0				
13	Negotiating win-win deals that create value for both parties	-	-				0				
14	Closing. Asking for an order; gaining a commitment	-	-				0				
15		-	-				0				
16	Technical/Trade/Industry Knowledge and Expertise	-	-				0				
17	Product Knowledge--knowing features, benefits, applications	-	-				0				
18	Industry Knowledge--present status, trends, competitors	-	-				0				
19	Market --understanding/awareness of	-	-				0				
20		-	-				0				
21	Prospect/Account/Customer Knowledge	-	-				0				
22	Knowledge of customer's business, products, and markets served	-	-				0				

Sample Excel Version  
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# Management Skills Inventory

Management Skills Inventory (On line Version) ; PDF Version



This survey allows you to assess yourself or receive feedback on **196 management skills** that research shows are most often needed to excel in managerial roles. it is organized into 3 types of knowledge-skill standards:

- 1) Management-supervision (92 skills)
- 2) Personal-Interpersonal (68 skills)
- 3) Industry-Business (36 skills)



## PART 1: THIS SECTION COVERS 15 COMPETENCIES (92 OF 196 SKILLS)

### 1) LEADERSHIP PRACTICES - Impact-Urgency in the job: High Mod Low

- Providing Direction - clarifying expected results & methods to reach them
- Use of Power - skills in applying persuasion, influence or job authority

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Sample

### 2) PLANNING-DECISION MAKING - Impact-Urgency: High Mod Low

- Data gathering - knows how, where and when to get meaningful data





# LEAD-360 –Leadership Skills Inventory

We studied *executives* in 4 major corporations to learn what leadership skills were most vital to reach the top of the various functions and GM roles.

Then we reviewed the *Executive Development curriculums* from the top 10 **Business schools** to learn what subjects were taught in common by these institutions.



This research led to the development of LEAD-360 a survey that we will tailor to your business needs.

