

Name:		Department:
Position duties:		
Task	How would you rate your knowledge? E excellent AB above average A average N needs improvement	Would you like additional training? Y yes N no
Communication		
Writing		
Listening		
Facilitating		
Interviewing		
Editing		
Coaching		
Interpersonal		
Human Relations		
Motivating		
Counseling		

Managing conflict		
Delegating		
Management & Leadership		
Coaching & Counseling		
Time Management		
Leadership		
Negotiating		
Problem Solving		
Financial		
Budgeting		