

IDENTIFYING CAPABILITIES AND ACHIEVEMENTS

A Action verbs can be grouped under different headings.

Decide on two or three headings that describe your strengths and then find more words that fit under those headings. Some examples have been done for you.

<p style="text-align: center;">Analytical</p> <p>adapt analyse develop</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p style="text-align: center;">Management</p> <p>administer coordinate control</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p style="text-align: center;">Creativeness</p> <p>create design establish</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p style="text-align: center;">Communicative</p> <p>inspire mediate negotiate</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p style="text-align: center;">Instructional</p> <p>guide illustrate instruct</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p style="text-align: center;">Problem solving</p> <p>resolve simplify utilize</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Capabilities are what you “can do,” things you have learned about and know how to do. Achievements are what you “have done” already.

B Which action verbs best describe what you “can do” and “have done”?

<u>Capabilities</u>	<u>Achievements</u>
1 _____	1 _____
2 _____	2 _____
3 _____	3 _____
4 _____	4 _____
5 _____	5 _____

C Use the action verbs to make a list of all the things that you “can do” and “have done” that are relevant to your “job target.”

Job target: _____

Capabilities

Example: *I can coordinate new work practices.*

I can _____

I can _____

I can _____

I can _____

I can _____

I can _____

Achievements

Example: *I have coordinated new work practices.*

I have _____

I have _____

I have _____

I have _____

I have _____

I have _____