

My Competencies, Interests and Values (CIVs)

Instructions: After completing your Functional Transferable Skills Inventory:

1. List all the skills that received 3 or more Xs under the appropriate skill heading in the SKILLS section below
2. Rate your interest in using that skill on a scale from 1-5 (1=not interested at all, 5=extremely interested in using on a daily basis)
3. Add up your interest ratings for each skill heading

Refer back to Functional Transferable Skills Inventory for Skill Headings	Competencies (includes your skills, knowledge and qualifications)	
	SKILLS	Rate your interest in using (1-5, 1 not interested, 5 extremely interested)
	<u>People-oriented: Verbal Communication, Nonverbal Communication, Train/Consult, Counsel and Serve, Interpersonal Relations</u>	
	Interview people to obtain information	4
	Participate in group discussions and teams	5
	Develop rapport easily with groups of people	4
	Establish culture to support learning	3
	Counsel, advise, consult, guide others	4
	Anticipate people's needs and reactions	3
	Communicate well with diverse groups	3
	Listen carefully to communication	3
	Total: 29	
	<u>Data/Analytical: Written Communication, Analyze, Research, Financial</u>	
	Compare and evaluate information	3
	Total: 3	
	<u>Management Oriented: Plan and Organize, Leadership, Management, Administrative, Create and Innovate</u>	
	Identify and organize tasks or information	4
	Coordinate people, activities and details	5
	Develop a plan and set objectives	5
	Develop realistic goals and action to attain them	5
	Arrange correct sequence of information and actions	5
Create guidelines for implementing an action	5	
Set goals and determine courses of action	5	
Manage personnel, projects and time	5	

Provide training for development of staff	3
Communicate well with diverse groups	3
	Total: 45

1. Enter your KNOWLEDGE areas
2. Rate your interest in working in those areas on a similar 1-5 scale

KNOWLEDGE	Rate your interest in using (1-5, 1 not interested, 5 extremely interested)
Domestic and international education trends	4
Knowledge of educational issues in Africa (Ghana and Malawi)	5
School-related gender-based violence	4
HIV/AIDS non-formal education	3
English (as teaching subject)	2
French	3
Chichewa	3

List your QUALIFICATIONS

QUALIFICATIONS

1. Determine which work-reward values you need to make your job fulfilling using the resources we have offered to you
2. Think of what you are passionate about – what causes are important to you, what you love doing, what issues are a priority for you
3. Try to match up your passions with a work reward value. A job or organization will be more fulfilling if the organization's mission/values or the job's function enables you to follow your passions and priorities.

Work Reward Values	Passions