HAND-OUT

AREA: STRENGHTS
INVENTORY TEMPLATES

Typical Skills and Strengths Inventory checklist while conducting in-depth interview(s)

4 columns as in the diagram are suggestions, these may vary according to local circumstances and needs of your client(s)

Client or employee name	Critical skills for the current Job	Strengths	Areas that need to be developed

Typical questions you might ask which would vary according to situations and circumstances

Conversation / Skills Development Guide	
Questions for Client / Employee	Client / Employee Responses
Questions about your current goals	
1 What is your favourite part of your current role?	
2 What would you describe as your biggest strength?	
3 What one skill would you like to develop to improve in your current role?	
Questions About Your Future Role(s)	

1 Where do you see yourself in 1 to 3 years?	
2 Where do you see yourself in 10 years?	
3 If there is one task or project type you'd like to do more frequently in your future roles, what would you select?	
4 If there is one task or project type you'd like to do less frequently in your future roles, what would you select?	
Questions About My Role	
1 How can I best help you in your current role?	
2 How can I best help you achieve your career goals?	
3 Are there other individuals you would like me to enlist to help you achieve your career goals? (e.g., a colleague in a role you're interested in pursuing)	