



		Enjoyment/10	Competence/10
Acquire	Gather information or resources		
Adapt	Modify systems, processes or your approach		
Advise	Recommend policies or a plan of action		
Analyse	Critically examine the key features of an entity or event		
Arbitrate	Make binding decisions to resolve disputes		
Arrange	Prepare or put things in order		
Assign	Allocate resources or people		
Audit	Systematically and officially examine and check		
Budget	Estimate income and a planned expenditure		
Care	Express interest and concern for the welfare of others		
Clarify	Explain and make clearer		
Classify	Categorise data, people or things		
Coach	Provide goals, build motivation and give feedback		
Communicate	Accurately and sensitively share information		
Compare	Assess the relative features of data, people or things		
Compose music	Write and arrange music for instruments or voice		
Conceptualise	Develop a way of thinking about certain phenomena		
Construct	Build tangible objects		
Consult	Seek and consider the view of various stakeholders		
Co-operate	Work with others to achieve a shared objective		
Counsel	Facilitate insights, personal understanding and growth		
Create/innovate	Develop new ideas, systems or products		
Cultivate (flora)	Plant and grow food, flowers, lawn and trees		
Deal with feelings	Elicit, appreciate and empathise with emotions, perhaps to diffuse anger or		

	motivate		
Debate	Argue the relative merits of a particular perspective		
Decide	Frequently make complex and important decisions		
Decorate	Adorn in order to enhance physical attractiveness		
Delegate	Grant discretion and authority to others		
Demonstrate	Show people how to do things		
Develop	Initiate, improve and bring to fruition		
Diagnose	Ascertain the cause(s) of a particular event		
Discover	Explore and identify for the first time		
Dramatise	Express in an exciting and thrilling		
Edit	Review and enhance by clarifying facts and unclear statements		
Empower	Provide staff with authority, resources, ability, motivation and self-confidence		
Enhance	Make improvements to quality or efficiency		
Entertain	Perform/amuse an audience		
Estimate	Appraise value or cost		
Evaluate	Review, assess and critique feasibility or quality		
Execute/implement	Make things happen and complete them		
Expedite	Take initiatives to enhance speed and efficiency		
Experiment	Systematically test different alternatives		
Explain	Define and illustrate in order to clarify		
Facilitate	Enable things to run more smoothly		
File	Organise and store things in a systematic order		
Forecast	Predict events and their consequences		
Foster relationships	Establish and develop supportive relationships with others		
Help	Give assistance to others		
Host	Provide hospitality and service to customers or guests		
Illustrate	Produce graphical/pictorial representations		
Inform	Supply others with knowledge, news or opinions		
Initiate change	Challenge the status quo and stimulate constructive changes		

Inspire	Raise the hope, courage & motivation of others		
Interpret	Translate facts to make them more easily understood		
Interview	Obtain required information through insightful questioning		
Invent	Discover and develop new products or ideas		
Liaise	Serve as link between different individuals and groups		
Maintain	Preserve in good working order		
Make arrangements	Co-ordinate events by handling logistics		
Mediate	Use conciliation to manage conflicts and reconcile differences		
Monitor	Keep track of changes in data, people or things		
Motivate	Stimulate involvement and encourage peak performance		
Mould	Forge physical objects into shape		
Negotiate	Discuss and trade assets in order to reach a mutually beneficial agreement		
Organise	Plan and co-ordinate data, people or things		
Participate	Play an active role in an undertaking		
Persuade	Convince others to undertake a particular course of action		
Plan	Define and co-ordinate goals, required actions and needed resources		
Prepare food	Obtain, dice, blend and cook food		
Prioritise	Arrange in order of importance		
Process	Apply methods of procedures to achieve an outcome		
Promote	Sell the benefits of a product, service or event		
Propose	Present ideas, options or products for consideration		
Provide service	Satisfy the needs and preferences of others		
Purchase	Locate, bargain and secure required resources		
Question assumptions	Identify and question prevailing assumptions		
Recognise	Identify and highlight particular features or events		
Recruit	Identify and secure the services of an individual or organisation		

Renovate	Restore or enhance the quality of things		
Research	Collect, test and synthesise relevant information		
Revise	Review and rework in order to make improvements		
Revitalise	Nurture, nourish and help restore well-being		
Schedule	Establish the timeframe in which events will occur		
Sell	Secure sales of a product or service		
Simplify	Reduce the complexity of processes or messages		
Solve problems	Generate alternatives, evaluate then and act		
Stimulate	Arouse and inflame excitement and motivation		
Stage shows	Produce theatrical, art, fashion or trade shows		
Supervise	Oversee and direct the work of others		
Synthesise	Integrate ideas and information into a coherent whole		
Systematise	Formally specify how events should occur		
Tend animals	Feed, shelter, train and generally care for animals		
Test	Assess validity, proficiency or quality		
Train	Provide instruction, demonstration and feedback to enhance skill		
Translate	Covert information from one language to another		
Tutor	Provide one-on-one instruction, guidance and feedback		
Use emerging technology	Apply emerging technologies to do new things or enhance efficiency		
Use physical agility	Run, climb, jump, balance, aim, hit, throw and/or catch		
Verify	Check the validity of claims or information		
Write	Compose text in order to inform, convince or entertain		

	<b>Love using</b>	<b>Dislike Using</b>
<b>Highly Competent</b>	<b>1</b>	<b>1</b>
	<b>2</b>	<b>2</b>
	<b>3</b>	<b>3</b>
	<b>4</b>	<b>4</b>
	<b>5</b>	<b>5</b>
	<b>6</b>	<b>6</b>
	<b>7</b>	<b>7</b>
<b>Little or no Competence</b>	<b>1</b>	<b>1</b>
	<b>2</b>	<b>2</b>
	<b>3</b>	<b>3</b>
	<b>4</b>	<b>4</b>
	<b>5</b>	<b>5</b>
	<b>6</b>	<b>6</b>
	<b>7</b>	<b>7</b>