*Power up your technical skills by developing your social capabilities! The first step is building awareness of opportunity.*

**INSTRUCTIONS:** Read each statement and assess whether it is TRUE or FALSE.

**Communication**

* \_\_\_\_ I share knowledge proactively.
* \_\_\_\_ I always tailor my message to fit the person(s) I am talking to
* \_\_\_\_ I can deliver my points clearly and concisely w/o waffling
* \_\_\_\_ I listen to the viewpoints of others before crafting my response

**Teamwork**

* \_\_\_\_ I do not fear ideas that differ from my own
* \_\_\_\_ I consider all relevant opinions equally without regard to my interests
* \_\_\_\_ I encourage others to share thoughts
* \_\_\_\_ I listen more than I talk

**Problem-Solving**

* \_\_\_\_ I integrate knowledge and opinions of others in decision-making
* \_\_\_\_ I proactively search for issues that may become problems in the future
* \_\_\_\_ When evaluating solutions, I take time to think about how I should choose between options
* \_\_\_\_ I ask myself a lot of questions about the nature of the problems

**Adaptability**

* \_\_\_\_ I can acquire knowledge and skills effectively
* \_\_\_\_ I explore new/different ways of accomplishing my work
* \_\_\_\_ I can control and filter my reactions in positive ways during times of change
* \_\_\_\_ I address issues as they come up

**Organizational**

* \_\_\_\_ I can categorize and prioritize tasks
* \_\_\_\_ I use a planner or check list detail tasks and track progress
* \_\_\_\_ I manage my time effectively
* \_\_\_\_ I pay attention to details

**Supportiveness**

* \_\_\_\_ When other people in the group are quiet, I encourage them to participate
* \_\_\_\_ I ask questions and help others adapt to changes in priorities
* \_\_\_\_ I can set aside differences and help achieve common goals
* \_\_\_\_ I communicate my boundaries effectively

**Coordination**

* \_\_\_\_ I synthesize information from a variety of sources when making major decisions
* \_\_\_\_ I can align the tasks and schedules of others to achieve desired results
* \_\_\_\_ I communicate information in a timely, proactive manner

**Interpersonal**

* \_\_\_\_ I can be swayed by superior/rational reasoning
* \_\_\_\_ I am not afraid to challenge popular beliefs
* \_\_\_\_ I practice what I preach
* \_\_\_\_ I can remain calm when engaging with others even if I am frustrated by what they say
* \_\_\_\_ I help team members overcome defensiveness and align expectations

For the statements where you answered FALSE take time to reflect on and practice the alternate perspective. For example, try proactively sharing key information about your project. How did the stakeholders respond? What questions did you receive? You won’t know until you try.

*Infusing tech know-how with social skills increases team performance levels and creates project success. You will be surprised at the improvements even a small change can make.*

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**ASSESSMENT OF SOCIAL SKILLS**