*Instructions:* Read each item carefully and decide whether the item describes you as a person. Indicate your response to each item by circling one of the five numbers to the right of each item.

|  |  |  |  |
| --- | --- | --- | --- |
| Key: 1 = Not | 2 = Seldom 3 = Occasionally | 4 = Somewhat | 5 = Very |
| true | true true | true | true |
| 1. I enjoy getting into the details of how things work. | 1 | 2 | 3 | 4 | 5 |
| 2. As a rule, adapting ideas to people’s needs is easy for me. | 1 | 2 | 3 | 4 | 5 |
| 3. I enjoy working with abstract ideas. | 1 | 2 | 3 | 4 | 5 |
| 4. Technical things fascinate me. | 1 | 2 | 3 | 4 | 5 |
| 5. Being able to understand others is the most important part of my work. | 1 | 2 | 3 | 4 | 5 |
| 6. Seeing the big picture comes easy for me. | 1 | 2 | 3 | 4 | 5 |
| 7. One of my skills is being good at making things work. | 1 | 2 | 3 | 4 | 5 |
| 8. My main concern is to have a supportive communication climate. | 1 | 2 | 3 | 4 | 5 |
| 9. I am intrigued by complex organizational problems. | 1 | 2 | 3 | 4 | 5 |
| 10. Following directions and filling out forms comes |
| easily for me. 1 | 2 | 3 | 4 | 5 |
| 11. Understanding the social fabric of the organization is |  |  |  |  |  |
| important to me. 1 | 2 | 3 | 4 | 5 |
| 12. I would enjoy working out strategies for my |  |  |  |  |  |
| organization’s growth. 1 | 2 | 3 | 4 | 5 |
| 13. I am good at completing the things I’ve been assigned to do. | 1 | 2 | 3 | 4 | 5 |
| 14. Getting all parties to work together is a challenge I enjoy. | 1 | 2 | 3 | 4 | 5 |
| 15. Creating a mission statement is rewarding work. | 1 | 2 | 3 | 4 | 5 |
| 16. I understand how to do the basic things required of me. | 1 | 2 | 3 | 4 | 5 |
| 17. I am concerned with how my decisions affect the lives of others. | 1 | 2 | 3 | 4 | 5 |
| 18. Thinking about organizational values and philosophy |  |  |  |  |  |
| appeals to me. 1 | 2 | 3 | 4 | 5 |

**Scoring**

The skills inventory is designed to measure three broad types of leadership skills: technical, human, and conceptual. Score the questionnaire by doing

the following. First, sum the responses on items 1, 4, 7, 10, 13, and 16. This

is your technical skill score. Second, sum the responses on items 2, 5, 8, 11, 14, and 17. This is your human skill score. Third, sum the responses on items

3, 6, 9, 12, 15, and 18. This is your conceptual skill score.

**Total scores:** Technical skill \_***20Moderate***\_\_\_ Human skill ***\_21Moderate Range***\_\_\_ Conceptual skill \_\_***22 Moderate Range***\_\_

***Scoring Interpretation****:*

**23–30 High Range**

**14–22 Moderate Range**

**6–13 Low Range**

The scores you received on the skills inventory provide information about your leadership skills in three areas. By comparing the differences between your scores, you can determine where you have leadership strengths and where you have leadership weaknesses. Your scores also point toward the

level of management for which you might be most suited.

***Reflection:*** Please discuss your results and provide examples of when you have displayed the three different types of skills. Please explain why you feel that your score is higher in a certain skill set, and how you feel that will benefit you in your current/future career.

 My calculations of my assessment generated morderate numbers between 20 to 22 within all of my skills. When looking back to most of the jobs I’ve worked, most of them were mostly technical based jobs. I would occasionally work with computers, editing softwares, cameras, cellphones, studio lighting, etc.

 For instance, I once worked for channel 6 morning news as a camera operator and lighting tech. My job was to focus and set the cameras to make sure glares and extra interior lighting was not effecting my shot frames. Also, I would make sure the camera was set right according to the height of the weather man or anchor.

 To me it was basic work, and I was brain wash to do it every morning at 4:30am weekly for an entire year. Yes, 20 was my overall score for my tech side, but I think it could of been a bit higher since knowning I’ve mastered a degree in media technology.

 For my score in human skills, it came out to be 21. I am not a people person I can say, but I am working on listening to others make decisions. Sometimes, I just will not agree with others because my conjured up idea may seem better then theirs. Since I am a video editor for a production company I’ve learned the hard way. It is not up to me to make the film look the way I want, but up to the film director.

 For example, for the past two weeks I’ve been working with a play director on editing a short film for her acting class. Also, I do not know her as well as I know my boss who paid for her production to be filmed and edited. My boss made the decision to recruit me, but it was up to her to make the final decision to hire me.

 After she watched my well edited short film reel on youtube, I was given the job. Doing this job has changed my view towards others. Listening to her decisions for editing helped me understand what I am doing wrong or right. As well teaches me that I can’t make up my own choices and must follow the choices of others when working for them. Complete the assignment by a certain deadline and not by my own time. Or gain a good communication relationship with my employer. When moving forward into the film industry, I know my human skills will mayjor part.

 Next, the score of conceptual, I was given a score of 22. In the business world I believe it is mandatory to adapt my skills to the companies motto. For example, when receiving a job at ***Acosta Sales and Marketing*** during the training process I’ve learned how to set a great example for the organization by appling the companies vaules to my day to day life. As well taking the time to learn new strategies on organizational growth, developing ideas, and seeing the big picture of the company. So therefore, 22 is a great number. From reviewing this assessment I only know that all three of my skills will only balance out for my future employer, because nothing is low or high.