

SHIFT SHEET!

Skills Assessment

KNOWING & GROWING YOUR SKILLS

Use this tool to measure and be accountable to growing the skills necessary to being most effective in your role.

THE PROCESS

STEP
1



CHOOSE A SKILL YOU WANT TO FOCUS ON:

Think about an opportunity you will have this week to practice growir your skill, as it relates to supporting your team or excelling in your rol Which skill would you like to practice in that opportunity?

STEP
2



HOLD YOURSELF ACCOUNTABLE:

How will you do this? Who will you connect with to help you be accountable to practice growing your skill? When could they have opportunities to observe you or reflect with you?

STEP
3



MEASURE HOW YOUR SKILL SHOWED UP:

When you used your skill, what did it look, feel and sound like? How did it impact the conversation or overall experience? What was challenging? What was it about you that made it work?

STEP
4



GROW YOUR SKILL:

What supports or resources could help you grow this skill? What opportunities do you have this week to access resources/supports a practice using your skill in support of being most effective?

**CHOOSE + BE ACCOUNTABLE + MEASURE
= GROW**

SH/FTING
NORMS

Keep track of your progress as you practice and master your skills. Depending on the circumstances and context, your skills may look and feel different. When your skill becomes consistently strong in every circumstance, you'll know you are moving along the growth continuum.

characteristics qualities
 project-based
 core-competencies **Skills**
 program-based

Choose. Be Accountable. Measure. Grow.

Use this worksheet to track your progress on a weekly basis. Answer each question.

CHOOSE

What to practice?
 When to practice?

BE ACCOUNTABLE

Who will you connect with?
 When will they observe you?
 When will they reflect with you?

MEASURE

How did your skill show up?
 Circle one.
 What did it feel like?
 What did it sound like?
 What did it look like?
 What was it about you that made it work?
 What was challenging?



GROW

What resources will you access?
 When, this week, will you access those resources?
 When will you practice this skill next?

Fill this out each week. When you reflect on your progress over time, what trends do you notice? Pay attention to short term and long term resources and opportunities to continue growing your skills. Contact ShiftingNorms@gmail.com for coaching & support.

