



Career Management Skills - A New 'Literacy' for Sustainable Employment Project Ref. No. 2016-1-UK01-KA204-024334
P1-European Learning Network Ltd-U.K.

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)			

Co-funded by The Erasmus+ programme of the European Union. This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.





Career Management Skills - A New 'Literacy' for Sustainable Employment Project Ref. No. 2016-1-UK01-KA204-024334
P1-European Learning Network Ltd-U.K.

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)	