



Perfect Skills Learning Exercise

Learning & Skills: Identifying Skills
Identifying Strengths
Identifying Abilities
Building Self-Esteem
Building Self-Confidence

Time & Tools

Total Time: 45 minutes
Necessary Tools: Pencils or pens and blank paper
Optional Tools: Flip chart or writing board

Note: The room needs to be large enough so that partners or groups are not sitting directly beside each other. A classroom setting is ideal.

Step 1

1. Give everyone a pencil or pen and a blank sheet of paper.
2. Tell everyone they will be performing an exercise that highlights their work skills.
3. Tell everyone they have **5 minutes to silently write** on their paper all their many work skills (they do this as individuals).
4. These work skills should include all the things they do well on the job.

Step 2

1. After 5 minutes, have everyone form groups of 3 or 4 people. Have the groups move throughout the room so they are not too close to each other.
2. Tell everyone they have **15 minutes** to share, with their group members, the list of their individual skills. **AND**, during this time, they have to also create **One List** for the group.
3. There cannot be any duplicate skills on the list within their group, so they have to combine skills that are similar.

Step 3

1. After 15 minutes, everyone faces the person leading the exercise. Can have everyone return to their original location, if the room is large and it would be difficult to hear the exercise leader or others.
2. Have a representative from each group share their **combined list** of skills.

Step 4

Note: For this Step, if a flip chart or writing board is available, capture this information for viewing by everyone.

1. After all groups have shared their information, ask the following general “take away” question:

What does this exercise say about your strengths and abilities?

Take Away Examples

Note: Below are some “take away” examples from the exercise. If the attendees do not mention these, the exercise leader could mention them.

1. Everyone has valuable skills.
2. Everyone has useful skills.
3. Some people have similar skills.
4. Some people have different skills.
5. Sometimes we overlook the fact that we have certain strengths and abilities.

Optional Additional Question:

How could you use the ideas from this exercise in your personal life or your work life?

Adjustments to Perfect Skills Exercise:

1. Could change the Skills topic to something different (e.g., communication skills, conflict management skills).
2. Change the Time or Grouping: The time for this exercise is based on 6 – 10 people. Make adjustments based on the number of attendees at your meeting. If number of attendees is smaller, you could have them work in pairs (2 people). If the number of attendees is larger, you could increase the size of the group members (e.g., 5 – 6 people).