

Skills quadrant

This self-knowledge exercise can help you to identify the skills and competencies you have and those you would like to develop in the pursuit of a new role with a board or organisation.

Homework 1: Fill out the VIA Signature Strengths Questionnaire to work out your top strengths (it takes 20 minutes).

Homework 2: We'll touch on the skills quadrant today, although you'll need to put in an extra hour or two to finish it off properly.

Step 1: Skills and competencies you have

Consider the skills and/or competencies you currently have. Of these skills, determine which skills are the ones you would like to use in your new role – those you won't need to actively market. Write them down in quadrant no.1.

Write down the skills you have but don't want to use in quadrant no.3. For example, you have excellent financial audit skills but don't want a treasurer role on a board.

Step 2: Consider the skills you would like to develop or enhance

Of these skills, determine which skills you would like to use/develop in your future role or plans. Write them down in quadrant no.2. There might be a number of skills you'd like to develop but don't want to use in the future role. Write these down in quadrant no.4.

Step 3: What have you left off?

What would your mentor add in if you were to ask them? What would your friend or partner suggest you add? What would an admired work colleague advise you to include?

Step 4: Interpreting your skills quadrant

- a) **Skills I have / skills I want to use:** Use these to promote to organisations or boards.
- b) **Skills I want to develop / skills I want to use:** This quadrant represents your opportunities. Can you offer other skills and learn/enhance this new skill at the same time? What would you need to declare to yourself/the organisation/board to follow this path with integrity?
- c) **Skills I have / skills I don't want to use:** Is this open for negotiation? How does this equate with skills demand from the sector? Would you be willing to use these skills if a particular role included all other factors you are seeking?
- d) **Skills I want to develop / skills I don't want to use:** These skills aren't related to current plans and goals.

Step 5: You may now want to consider how this aligns with your signature strengths.

Step 6: Use this enhanced self-knowledge in compiling a 'statement of interests and competencies' which you could use to guide your search and in application processes.





Skills I want to use	1. Skills I have / skills I want to use	2. Skills I want to develop / skills I want to use
	3. Skills I have / skills I don't want to use	4. Skills I want to develop / skills I don't want to use
Skills I do not want to use	Skills I have	Skills I want to develop

