

Critical Survival Skills for Trainers

Self Assessment

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This self-assessment will help you rate your critical survival skills and identify the skills you need to develop. Read each statement and rate how true it is for you on a scale 1 to 5. (5 = very well.) Add the scores for the four statements listed under each survival skill and write the total in the box beside each skill.

MY RATING

1. Mission/Vision/Values

- A. I can describe how my values influence my work. ____
- B. I can describe my personal mission in life and the work that I am passionate about. ____
- C. My work has integrity with my vision and values. ____
- D. I model in my professional life what I believe about people and learning. ____

MY RATING

2. Learner vs. Learned

- A. I am currently learning a new skill. ____
- B. I am signed up for training/development/education in the next six months. ____
- C. I expect to learn something during each workshop I present or each OD intervention I lead. ____
- D. I expect to learn from each client with whom I work. ____

MY RATING

3. Recreate Yourself

- A. I am aware the image I create conveys a message about my competence. ____
- B. I realize that I am a "brand" and actively seek to understand the dynamics that influence my brand. ____
- C. I periodically review and update my brand. This may include presentation materials, personal look, marketing materials, web site and other influencers. ____
- D. I express the skills I offer to clients in a way that is sensitive to the culture in which I share them. ____

MY RATING

4. Networking

- A. I maintain an active database of professional colleagues. ____
- B. I have a LinkedIn page and engage in LinkedIn communities. ____
- C. I connect people in my network when I see an opportunity for them. ____
- D. I frequently use my network as a resource in my own practice. ____

MY RATING

5. Innovation

- A. I am prepared to fail. ____
- B. I actively seek new ideas and create new solutions to my organization's problems. ____
- C. I have courage to act in the face of incomplete information and ambiguity. ____
- D. I read Fast Company, Wired, Inc., up-to-the-minute blogs or other materials to keep me up-to-date with innovations in my organization's line of business. ____

MY RATING

6. Self-Promotion

- A. I know my skill set and can articulate how these skills can help people. ____
- B. People who need my skills know who I am and how to contact me. ____
- C. Potential clients that I contact will return a phone call or e-mail. ____
- D. I can articulate who I am and what value I bring to an organization. (Your elevator speech.) ____

MY RATING

7. Flexibility

- A. I expect midcourse corrections in projects that I am involved in. ____
- B. I expect my job to evolve and job boundaries to expand or shift. ____
- C. Getting upset is a choice that I have control over. ____
- D. I am comfortable letting go of control and trusting the process. ____

MY RATING

8. Energy Management

- A. I am able to leave unimportant tasks undone. ____
- B. I prefer to associate with people who reenergize me. ____
- C. I take care of my physical needs for good nutrition, sleep, exercise, and other healthful practices. ____
- D. I actively choose to spend less time with people and things in my life that drain my energy. ____

MY RATING

9. Ambiguity and Uncertainty

- A. I don't need to always have the answer. ____
- B. I am able to move ahead with projects that are not "perfect". ____
- C. I am able to deliver training that is "80% finished". ____
- D. I am able to work with two opposing viewpoints without taking sides. ____

MY RATING

10. Critical Inquiry

- A. I am able to discern the underlying assumptions that drive my organization. ____
- B. I question the organizational dynamics that underlie complex relationships and situations. ____
- C. I use the wisdom of my experience to ponder before I act. ____
- D. I actively solicit feedback about my performance. ____

MY RATING

11. Technological Literacy

- A. I know the difference between an iPhone and an Android (Droid) based smart phone. ____
- B. I can access my computer remotely. ____
- C. I can use e-learning or authoring tools such as Captivate, Articulate or an LMS. ____
- D. I can conduct a webinar. ____

MY RATING

12. Systems Thinking

- A. I observe that small decisions can have huge consequences. ____
- B. I make an active effort to work with organizational boundaries or silos. ____
- C. I am good at recognizing patterns of recurrent events or behaviors. ____
- D. I have a theoretical understanding of systems thinking or systems dynamics. ____

Review how you have rated each of these critical survival skills. Identify the skills you have rated lowest and build an action plan to strengthen these in your practice. Remember, these are the survival skills you need to develop in addition to the traditional competencies of workplace learning professionals such as facilitation and instructional design skills.