

Internal Communication Skills & Expertise Inventory

- 1) Review the list below and put a line through any skills that you do not possess or are not fully proficient in currently.
- 2) Circle ten skills that best reflect your work and expertise. If something is missing from the list, add it.
- 3) Streamline the list of circled skills down to your top five, which are the skills that you will want to incorporate into your personal brand.

Active Listening

Brand Management

Business Literacy

Change Communication

Change Management

Communication Strategy Development

Communication Training Facilitation

Conflict Resolution

Crisis Communication

Cultural Awareness

Data Analysis

Digital Literacy

Editing

Empathy

Employee Communications

Emotional Intelligence

Event Planning

Executive Communications

Feedback / Surveys

Flexibility

Graphic Design

Influence

Interpersonal Skills

Leadership

Measurement and Analytics

Networking

Presentation Delivery

Presentation Design

Problem Solving

Project Management

Public Speaking

Social Media

Strategic Planning

Storytelling

Survey Design

Strategic Thinking

Video Production

Writing