

## Worksheet #2 – Entrepreneurial Self Assessment

### Skills Checklist

The following pages include a checklist of interpersonal, business administration, financial, marketing, and production skills which an entrepreneur would find useful. This checklist is designed to prompt you to consider the set of skills which you find in yourself. As you proceed through the list, indicate by placing a check mark in one of the circles whether you consider yourself to have proven skill, limited skill, or no skill in each skill category. Once you have completed this task you will be ready to respond to some questions about your personal strengths and weaknesses.

Interpersonal Skills	Skill Level		
	Proven	Limited	No
I communicate well with others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can deal with conflict	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am a good listener	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am a good facilitator	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can read body language	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have empathy for others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have good leadership skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have good intuitive skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can build a team to accomplish tasks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I work well independently	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Business Administration</b>			
I can solve difficult problems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I make decisions based on fact and information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can manage other people effectively	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I set realistic goals and objectives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Skill Level		
	Proven	Limited	No
I establish organized work plans and follow them	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can manage multiple activities at once	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can negotiate effectively with suppliers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can manage professionals (lawyers, accountants)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I know the important laws that will impact on my business (contract, patent, copyright, real estate, environmental, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have computer skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have access to and understand new computer technologies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can interview and hire necessary staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I understand the tax implications of being in business (GST, payroll Deductions, Income Tax, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Financial Skills

I have bookkeeping and accounting experience	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have experience raising capital	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I understand cash flow management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can access credit for short-term financing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can prepare a balance sheet	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can prepare a break-even analysis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can prepare an income and expense statement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I understand the tax implications of being in business (GST, payroll Deductions, Income Tax, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Skill Level		
	Proven	Limited	No
<b>Marketing Skills</b>			
I can conduct market research	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can develop a marketing plan and strategy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I understand how to establish product pricing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I know the important elements of customer service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I know the difference in sales strategies (Direct sales, retail, wholesale, mail-order, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I know the best methods of product transportation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can design an advertising campaign	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Production Skills</b>			
I have the technical ability to produce my product	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can establish a quality control program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can set a production schedule and ensure delivery	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I know where to purchase raw materials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can maintain and track inventory	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Now that you have completed the checklist, what do you feel are your greatest strengths?

In what areas do you need to find additional support by seeking training and education, complementary partnerships, or by hiring other professionals?

Are there skill areas which you need to address immediately? Are there areas that you can develop over an extended period of time? List the pressing needs vs. those that can be addressed in the long-term.