

Personal skills inventory worksheet



**ASSIGN
BUSTER**

Final project Description For this course you will be completing a 2-part final project. The first part is a Personal Skills Inventory Worksheet that you will complete. The second part is an essay about your communication skills, your strengths and weaknesses and how you plan to improve on them in the future.

The weekly readings and assignments from this term can help you to identify information you can use to complete your Personal Skills Inventory Worksheet as well as identify specific communication skills.

The Personal Skills Inventory Worksheet is located in the Week 1 Resources Section. Final Project Part 1: Personal Skills Inventory The first part of this project requires you to fill out the Personal Skills Inventory Worksheet. This worksheet lists various skills that will help you to succeed at Walden. There are 6 different skills on the Worksheet (writing, academic integrity, time management, library, technology/computer, and social networking).

For each skill, you will explain why the skill is important to you for personal and academic learning.

Then you will choose a few skills and identify the following for those skills you choose for each question. Some skills will fit the question better than others, so that is how you can determine which skills to use as you answer the questions. 1.

Identify which upcoming courses in your degree program will best help you improve the skill; 2. Identify one or two Walden services you will use to help

you improve the skill; 3. Identify at least one person in your personal network who will help you improve the skill.

This worksheet will be submitted as Part 1 of your final project assignment to the submission link designated for it in the Week 6 Project area. Final Project Part 2: Communication Skills Essay For Part 2 of the Final Project, you will analyze your communication skills. You will look back over the materials and resources you have read this term about communication.

Based on the information you have gathered, you will write an essay that is at least 750 words in length. For this essay you should: 1. Write a section where you analyze your face-to-face communication skills.

This would include: a) An explanation of why face-to-face communication is important to you for your personal and academic settings. B) Descriptions of the face-to-face communication skills described in the textbook that are your strengths and weaknesses. C) Application of at least 3 terms from the chapters of the Dobbin and Pace textbook that you have read this term.

Be sure to credit the textbook properly as described in the “ How to Apply Terms, Module 2” Powering located in your weekly resources. D) An explanation of how you plan to improve your face-to-face communication skills. Write a section where you analyze your online communication skills. This should 1 OFF personal and academic settings.

B) Descriptions of the online communication skills described in the textbook that are your strengths and weaknesses. C) Application of at least 3 terms (different from the three terms you applied in the section above) from the

chapters of the Dobbin and Pace textbook that you have read this term. Be sure to credit the textbook properly as described in the “ How to Apply Terms, Module 2” Powering. D) An explanation of how you plan to improve your online 3.

Please make sure your essay has an appropriate introductory paragraph that eases the reader into the topic of the essay, provides a thesis statement and previews the two main points of the essay (the two main points are the two sections described above). Refer back to the Week 4 Worksheet on how to write an introduction and conclusion. This essay will be submitted as Part 2 of your final project assignment to the Turning submission link designated for it in the Week 6 Project area. Thus, be advised that there are 2, separate submission links, one for each part of this final project.