



Soft Skills Self Inventory

Use this self-assessment inventory to evaluate your instructional design soft skills and define your own constructivist or connectivist outcomes for improvement.

Instructions:

Rate yourself on these soft skills (**A** = Always, **U** = Usually, **S** = Sometimes, **R** = Rarely, **N** = Never). When done, consider the competencies you wish to strengthen and what you could do to improve those areas.

STATEMENTS OF COMPETENCE	A	U	S	R	N
Communication Skills					
1. (Consultation/Work with SMEs) I clearly communicate general project goals and set expectations with my clients and Subject Matter Experts at the beginning of a project and encourage them to develop and communicate their own goals for our interaction.					
2. (Persuasion) I can influence the decisions and actions of others with persuasive, supported arguments and compelling stories.					
3. (Active Listening) I listen to others carefully and do not interrupt them.					
4. (Verbal Communication) I can easily communicate with people at all levels of authority, showing respect to all, regardless of position.					
Interpersonal Skills					
5. (Relational) I can empathize and see situations from the perspective of others. Even if I do not agree with their position, I can convey respect for them and their right to express their opinions and feelings.					
6. (Mindset/Attitude) I typically have a positive attitude regardless of the situation and encourage others to see the positives and be their best.					
7. (Relational) I can easily establish rapport, trust, and respect with clients, stakeholders, and teammates.					
Teamwork & Collaboration Skills					
8. (Teamwork) I effectively collaborate with team members to carry out instructional design and development tasks.					
9. (Teamwork) I make a habit of treating other team members with courtesy and consideration.					



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10. (Teamwork) I know how to take and follow directions well and can be flexible when necessary.					
11. (Flexibility) I am interested in learning new information and skills and never insist on doing something a certain way just because it is familiar to me.					
12. (Collaboration) I work and communicate well with clients, stakeholders, and subject matter experts (SMEs).					
13. (Collaboration) People can always count on me to get the job done.					
14. (Collaboration) I feel comfortable and confident in my contributions to my work teams and groups.					
15. (Collaboration) I am effective at partnering with others to work collaboratively toward shared goals.					
Problem-Solving & Decision-Making Skills					
16. (Problem-Solving) I ask thoughtful questions to obtain the information required for a thorough analysis.					
17. (Problem-Solving) I can think about a topic or issue in an objective and critical way.					
18. (Problem-Solving) My creative and critical thinking skills (including analysis, design, evaluation, synthesis, and creation) are highly developed and serve me well in my work.					
19. (Problem-Solving) I possess good problem-solving skills.					
20. (Decision-Making) I am typically competent at analyzing the factors involved, coming to a conclusion, and making a decision.					
Negotiation & Consulting Skills, & Conflict Resolution					
21. (Negotiation) I am an effective negotiator and provide a compelling argument for the course of action and solutions I think are best.					
22. (Negotiation) I accurately determine the importance and relevance of arguments and ideas and identify inconsistencies and errors in reasoning.					
23. (Negotiation) I can provide structured reasoning and support for an argument that I wish to make.					
24. (Consulting Skills) I am usually able to strike a balance between acting as an advocate for the learner and honoring the client's desires.					



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25. (Consulting Skills) I have reflected on what I consider the essentials of the ID process and have established a mental hierarchy defining those project factors which I am willing to negotiate and those on which I will not compromise.					
26. (Conflict Resolution) I can successfully navigate personality differences and differences of opinion in team and client relationships.					
Project Management/Leadership Skills					
27. (Project Management) I possess good planning and organizational skills.					
28. (Project Management) I develop milestone schedules with deliverables and due dates, monitor and track project progress, and effectively manage multiple projects and/or team tasks to complete projects on time and within budget, informing others of any notable variances when necessary.					
29. (Leadership) I can inspire, guide, and align the efforts of others.					
Change Management					
30. I initiate and manage change effectively and comfortably.					
31. I have a good understanding of resistance to change (both in individuals and in organizations) and how to address it so that it does not hinder project success.					
32. I can counsel individuals regarding the navigation of necessary changes, both at an individual and organizational level, and help facilitate their efforts to manage that change.					
Self-Awareness, Self-Regulation, Self-Improvement					
33. (Self-Awareness) I feel confident that I have identified the major areas that need improvement in myself.					
34. (Reflection) I reflect on the challenges of my work and my success in tackling those challenges, making necessary adjustments to improve.					
35. (Self-Regulation) I am self-directed and take initiative in situations without having to be told what to do.					
36. (Self-Awareness) I have a sense of humor and can laugh at mistakes and learn from them without offending others.					