

Purpose

Knowing your personal strengths and being able to speak clearly and confidently about them will help you to create a positive impression on those around you, which is particularly important when job seeking and engaging with potential employers. The tasks below are to help you focus on what personal strengths look like in others and what are yours.

1. Who do you admire and why?

Name a character in a TV show, movie or book who inspires you.

What are their strengths, what qualities impress you?

How do they use these strengths in their everyday activities, to achieve goals or to overcome challenges?

2. Now think of someone you know who inspires you.

Write their name and what they do.

What do you perceive as their strengths? What qualities impress you?

How do they use those strengths in their daily lives/workplace, to do good, or to overcome challenges?

3. What are your strengths?

Here's a list of 25 personal strengths. As you read through circle all of those that apply to you.

1. PERSISTENCE I stay focused on the task even when things get difficult.	2. CREATIVITY I am good at coming up with new ideas and ways of doing things.	3. HUMILITY I am grateful for good things that happen. I don't brag.	4. FOCUS I stayed focused on the task and don't let myself get distracted.	5. FAIRNESS I treat others equally and can admit when I am wrong.
6. COURAGE I will have a go even if I am not certain of success.	7. CAREFULNESS I pay attention to detail and correct mistakes	8. FLEXIBILITY I am happy to try different things and different ways to do things.	9. CURIOSITY I like to find things out, meet new people, learn new things.	10. PROBLEM-SOLVING I like to work things out; I am not put off by a challenge.
11. THINKER I like to consider all aspects and points of view.	12. SELF CONTROL I don't easily lose my temper or get frustrated	13. COMMUNICATION I am good at sharing ideas and information with others.	14. RESPECT I treat others with courtesy and respect.	15. DECISION-MAKING I can seek information and weigh up things to make decisions.
16. HUMOUR I like to lighten up people.	17. PATIENCE I give people time.	18. HONESTY I don't tell lies.	19. CALM I do not get upset easily.	20. LEADERSHIP I can take charge or inspire a group.
21. ENTHUSIASM I give my best to most things I do.	22. TEAMWORK I am good at working with a team of people.	23. EFFICIENCY I don't waste time or mess around.	24. POSITIVITY I look on the bright side.	25. ORGANISED I am tidy, neat, and careful.

List here any additional strengths you have that are not listed above?

More on your strengths: Write down your **top five strengths** from the previous page. Then under each one, write how that strength shows up in what you do in your everyday life.

Example: PATIENCE: I help my little brother with his reading and help him with homework.

1.	
2.	
3.	
4.	
5.	

Applying your strengths: Discuss with your partner or others in your group how you have used your strengths to overcome a problem or challenge for yourself or someone else.

Recognition: Write about two times you have been complimented for something you have done.

1.	
2.	

Building stronger: Write down three strengths you would like to improve and how you can improve these.

1.	
2.	
3.	

CONGRATULATIONS! You are ready to complete your **PERSONAL STRENGTHS PROFILE** to help you with developing your **CAREER ACTION PLAN**.

NAME:		DATE:
MY STRENGTHS		
1.		
2.		
3.		
4.		
5.		
STRENGTHS in ACTION		
1.		
2.		
3.		
4.		
5.		
STRENGTHS to BUILD		
	Strength	Actions to build
1.		
2.		
3.		

Know your STRENGTHS and take advantage of them ... (Greg Norman)