

Skills with People

When looking at your “people skills,” the object is individuals or groups. Start by listing the type of people or groups you’ve worked with in the past or want to work with in the future. Use the following examples to help jog your memory:

attorneys	handicapped	senior citizens
accountants	managers	sports professionals
board directors	men	substance abusers
children	military	teenagers
departmental staff	nurses	underprivileged
doctors	police/fire	unemployed
entrepreneurs	politicians	university students
ethnic minorities	production workers	women
executives	healthcare professionals	

Next, think of an action word that best describes what you enjoy doing with the type of people or groups you listed. Use the Action Words (Verbs) in Chapter 3, Figure 3.1 to help jog your memory.

For example, suppose you selected “politicians” as the group you liked working with, or would like to work with, because you’re good at preparing eloquent and persuasive speeches. Alternatively, when you scanned the list of action words, you may have stopped at “developing,” “preparing” or “writing” and thought about how you developed, prepared or wrote some great speeches. You could even further clarify your preference for speeches with a specific topic, such as foreign affairs.

Tips: If you have difficulty coming up with types of people or groups you enjoy working with, ask yourself:

- What type of person do I like to associate with in a work environment?
- Who are my friends at work, and what is it about them that causes me to like them?
- What type of people do I enjoy associating with outside of work?
- What type of people do I miss when I don't have contact with them?
- What type of people do I draw energy from when I deal with them?

Then write down specifically what you do with them that triggers the feelings about them that you have.

