Individual Capacity Inventory

Hello! Thank you for your time. We would like to know more about the people in our community and their skills.

With this information, we hope to help people contribute to improving the neighborhood and improving our relationships with one another. The first way we are going to do this is by completing a community-built playground project. Once that is accomplished, we will move on to many other issues that are important to the people in the neighborhood.

We are interested in YOUR skills and abilities. They may have been learned through experience in the home or with your family. They may be skills you've learned at church or in the community. They may also be skills you have learned on the job.

Look at the skill lists below and please circle any skills that you have.

**Office**
- Typing
- Operating a calculator
- Filing
- Talking with people on the phone
- Writing letters
- Keeping track of supplies
- Bookkeeping
- Entering information into a computer
- Making flyers or invitations

**Construction and Repair**
- Painting
- Tearing down buildings
- Knocking out walls
- Furniture repair
- Building garages
- Tile work
- Installing drywall
- Plumbing repairs
- Electrical repairs
- Concrete work
- Carpentry skills
- Basic home repair skills
- Putting together models
- Working on cars

**Food**
- Catering
- Serving food to large numbers of people
- Preparing meals for large numbers of people
- Clearing/setting tables
- Washing dishes
- Baking
- Cooking

**Music**
- Singing
- Playing an instrument (which?)
- Being a D.J.
- Setting up sound equipment

**Childcare**
- Caring for babies
- Caring for toddlers
- Caring for children
- Taking children on field trips
- Helping children with art projects
- Helping children with homework
- Supervising large groups of children
- Playing with children

**Transportation**
- Driving a car
- Driving a van
- Driving a bus
- Driving a Bobcat
- Driving an ambulance

**Supervision**
- Writing reports
- Filling out forms
- Planning work for other people
- Directing the work of other people
- Making a budget
- Keeping records of activities
- Interviewing people
Sales
Operating a cash register
Selling services (What kinds?)
Working at a bake sale
Washing cars for a fundraiser
Selling door to door (Girl Scout Cookies, etc.)

Health care/safety
CPR
Certified registered nurse
Taking care of sick people
Calm in emergencies
Able to do first aid

Other
Sewing
Crocheting
Knitting
Moving furniture or equipment
Managing property
Assisting in a classroom
Hair cutting
Hair dressing
Doing phone surveys/making phone calls to spread information
Talking to reporters

Priority Skills
1. When you think about YOUR skills, what three things do you think you do best?
   a. 
   b. 
   c. 

2. Which of your skills are good enough that people would hire you to do them?
   a. 
   b. 
   c. 

3. What skills do you have that you would enjoy teaching to others?
   a. 
   b. 
   c. 

4. What skills would you most like to learn?
   a. 
   b. 
   c. 

Community Skills
Have you ever organized or participated in any of the following community activities? (circle any that are a “YES”)

Boy Scouts/Girl Scouts
Church fundraisers
Bingo
Parent-Teacher Associations
Sports teams
Field trips
Political campaigns
Community groups
Neighborhood organizations
Other groups? (Please list them)
**Business Experience**

- Do you own a business? Yes No
- Do you work at a place of business? Yes No
- What is it called?
- Where is it located?
- What kinds of goods or services do you sell?
- How do you get customers?
- What would help to improve your business?

**Personal Information**

- Name
- Address
- Phone
- Email Address
- Age
- Male or Female

THANK YOU VERY MUCH FOR YOUR TIME!