

# 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

## Maintenance

General household cleaning  
Mowing lawns  
Planting and caring for gardens  
Pruning trees and shrubs  
Wood stripping/refinishing

## 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!**