

Skill portfolio



List of skills

For each and every volunteer:

1. Getting involved, take a stand
2. Working as a team
3. Communicating
4. Getting organized
5. Being assertive

According to field & experience:

1. Leading, supervising one or several projects
2. Shepherding one or several team
3. Taking on responsibilities

Your skill: Get involved, take a stand

This skill includes:

. Understanding the motives and subscribing to the values and issues of a project. *What about you?*

. Promoting a project and getting involved in its completion
What about you?

. Keeping the short, middle and long term perspective in mind. *What about you?*

. Supporting the different steps of a project (definition, design, implementation and follow-up). *What...*

. Taking on responsibilities in the long run.

. Committing to and on a territory

. Taking part in public consultations

Your skill: Work as a team

Inside the organization: work as a team

. Taking into consideration the ideas of others

. Accepting the other as different from yourself

. Learning to turn each person's differences into assets and a source of creativity

. Working within an intercultural, international context (teammates, target groups)

. Listening to a diverse range of partners

. Taking a step back to appreciate debates, conflicts, etc.

. Reaching consensus

. Supporting each person in completing their assignments

. Becoming part of a group

Outside the organization: work within a network

- . Manage to work as intercultural / international team
- . Understanding how people from various cultures / background express themselves
- . Get across people from a different social or cultural group from your own.

Your skill: Communicating

This skill includes:

- . Assessing and promoting the organization's values
- . Presenting your ideas

- . Talking to an audience
- . Summing up a project and its assets in an accurate and practical way to various stakeholders (public institutions, private contractors, target groups, other teammates, etc.)
- . Advertising a project and stressing its values.
- . Adapting to different target groups
- . Handling public relations
- . Designing and creating visibility guidelines

. Designing different tools and media

. Supervising written and oral communication, individually and/or collectively create communication tools.

. Using social networks and new communication mediums in an efficient way.

. Using software such as Word, Excel, Power Point etc.

. Greeting and informing external correspondents.

Your skill: Managing

. Looking for and processing data.

. Establishing priorities.

. Planning.

. Setting up and maintaining the follow-up for an event's logistics

. Setting up a suited pace for meetings

. Facilitating a meeting

. Making and updating reports.

. Fulfilling the functions of secretary

. Maintain administrative monitoring.

Your skill: Being assertive

. Getting interested in what is done in other organizations

. Spotting needs that are not covered.

. Doing more with less

. Highlighting problems and proposing alternatives

. Coming up with innovative solutions in terms of organization, activities or partnerships

. Applying good practices that are efficient in other organizations

Be a source of initiatives

. Delivering a relevant diagnosis

. Anticipating

. Adapting to exterior constraints, adjusting your behavior to unpredictable situations.

. Seizing opportunities

Learn differently through practice & peer-to-peer training

- . Being autonomous
- . Giving and taking time to mature
- . Acquiring the tools of self-training

Your skill:

Leading, supervising one or several projects

Take responsibility for and lead a project

- . Looking for relevant information and sorting it
- . Making a diagnosis and insert the project into a social and economical context, from a familiar institutional setting.

- . Setting priorities
- . Taking initiatives
- . Making a decision by resolving different opinions
- . Defending a project in front of public institutions/partners
- . Submitting strategic decisions to its partners/teammate
- . Taking into account the orientation from the decision-makers (board, assembly...)

. Implementing the strategies the group decided

. Moving the project forward, adapting it according with an evolving context.

. Being able to advocate for what has been said and done

Manage a project

. Setting up objectives

. Assessing what is possible and what isn't

. Planning programs and actions

. Implementing working practices

. Identifying the key players

. Assessing the necessary resources for the project

. Locating different funding sources

. Building a budget

. Monitoring expenses

. Following the schedule and achieving the objectives in a given time.

. Adapting to unforeseen circumstances, emergencies and make the necessary adjustment.

. Assessing an action after creating a range of indicators.

. Filling in a report and passing it on.

. Making the best of failures

Gather the necessary resources and promote the project

. Summing-up the activities of the organization

. Promoting a partnership, creating it and maintaining relationships with different actors.

. Finding relevant arguments to justify the need for fundings

. Collecting and justifying public funds (filling up a form and submitting a project report)

. Getting fundings from a private partner (convention, sponsorship, etc.)

. Reporting on the use of the fundings given, assessing the activities, securing the partnership.

Your skill: Shepherding one or several teams

Involve the team on a project

. Designing and breathing life into a project

- . Promoting a project suited to the organization's purpose
- . Taking on the functions of project leader, facilitator
- . Involving the participants in the long run
- . Convincing, sharing values
- . Supporting the teammates and keeping their spirits high
- . Thanking.

Manage one or several teams

- . Creating / reinforcing a team by picking out skilled partners
- . Having people with different statuses work together
- . Welcoming and including new members
- . Distributing tasks according to skills and personal interest of the teammates
- . Pushing the teammates towards autonomy
- . Taking on the function of tutor / leader.

. Recognizing and addressing the need for training

. Acknowledging and investing the skills.

. Devolving, assigning new responsibilities to the teammates

. Designing and implementing shared, collective solutions.

. Sharing knowledge and experience

. Facilitating and piloting debates

. Creating synergy between the team, the partners, the decision-makers

. Acting as an link, an intermediary

. Creating a friendly working environment

. Spotting, preventing and solving conflicts through anticipation, listening and mediation

Leading a intercultural or international team

. Defining the rules necessary for working and living together through dialogue – within the frame of a project

. Enforcing the inarguable rules

Forming and managing one or several networks

- . Organizing a network
- . Improve a network by forming new ties, by getting new partners to support your activities.
- . Associate with various stakeholders
- . Efficiently asking the support of a network
- . Setting up long-term collaboration (between individuals, between organizations)

Your skill: Taking on responsibilities

Establish an overall strategy for future orientation

- . Creating and promoting an multi-year program
- . Suggesting new projects

Leading an Assembly / a governing body

- . Managing a team of administrators / an Assembly in order to share responsibilities and objectives
- . Leading a team of administrators