

## CAREER DEVELOPMENT PORTFOLIO

### ASSESSING YOUR RELATIONSHIP SKILLS

Skills in building diverse and healthy relationships are essential for success in school and throughout your career. Take stock of your relationship skills, and look ahead as you do the following exercises. Add this page to your Career Development Portfolio.

- 1. Looking back:** Review your worksheets to find situations in which you learned to build rapport, listen, overcome shyness, resolve conflict, work with diversity, and be assertive. List the situations on the lines provided.

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- 2. Taking stock:** Describe your people skills. What are your strengths in building relationships? What areas do you want to improve?

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- 3. Looking forward:** Indicate how you would demonstrate to an employer that you can work well with a variety of people.

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- 4. Documentation:** Include documentation and examples of team and relationship skills. Ask an advisor, a friend, a supervisor, or an instructor to write a letter of support for you in this area. Keep this letter in your portfolio.

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