



SKILLED MATRIX
VALID.RELIABLE.SECURE

Skills Wizard

Learning is a lifetime pursuit in the domain of personal career growth. As you seek a fulfilling job, prepare for a promotion, or reach out for a new opportunity, you'll need to acquire new knowledge and skills to achieve your dreams. As you begin leading others, performance expectations increase. Your employees look to you for leadership, and your executives count on you to reach organizational goals.

Are you ready? Do you have the knowledge and skills it takes to stand out in today's competitive marketplace?

Find out by taking the assessment of your choice – with less than 60 minutes of your time. You'll receive a personal report that includes a percentage correct score for each core topic and the accuracy result for each competency objective. You'll also get training recommendations to help bolster your knowledge.

SAMPLE REPORT

ASSESSMENT	CRITICAL THINKING AND PROBLEM SOLVING	CORE TOPIC	SCORE
Name	Thomas Rowe	Decision making	24%
Job Role	Project Manager	Problem solving	55%
Organization	Galaxy Travel	Critical and analytical thinking	83%
		Creative thinking and innovation	100%

KNOWLEDGE AND SKILL REQUIREMENTS*	REMEMBERING	UNDERSTANDING	APPLYING
Define the critical thinking styles and identify your critical thinking strengths and weaknesses			✓
Define left-, right-, and whole-brain thinking and apply to critical thinking styles		✓	
Define the seven standards that critical thinkers must keep in mind and apply them to the critical thinking model		✓	
Develop and assess explanations and arguments for context, credibility, and consistency			✓
Use individual and group techniques to produce creative ideas and make decisions	✓	✓	✓
Define and apply creative thinking techniques commonly used in team problem solving: brainstorming, rolestorming, the checkerboard, the step ladder, brainwriting	✗		✓
Describe and apply proven techniques to accurately define the problem		✓	
Describe and apply proven techniques to identify possible solutions		✓	✗
Describe and apply proven techniques to select the best solution	✓		✓
Create an action plan to implement and follow-up on decisions		✓	
Define and apply the techniques to evaluate possible solutions, establish decision criteria, and decide the best course of action		✗	✗

*Partial listing of knowledge and skill requirements for this assessment.

RECOMMENDED TRAINING	CRITICAL THINKING AND PROBLEM SOLVING
Creative Thinking and Decision Making	24%
Smart Problem Solving and Decision Making	55%

FIND THE ASSESSMENT THAT PINPOINTS YOUR KNOWLEDGE STRENGTHS AND UNCOVERS THE GAPS

BUSINESS SKILLS FOR MANAGERS	Assess your knowledge of business fundamentals and readiness to fulfill the business requirements of a management role, including business planning, budgeting, and employee development.
PERSONAL CAREER BUILDING	Assess your readiness to create your resume, interview with confidence, get a fulfilling job, and take full charge of your career.
EFFECTIVE COMMUNICATION SKILLS	Assess your listening skills, ability to speak confidently in front of groups, write professional documents, understand the subtleties of non-verbal communication, and communicate effectively.
HIRING AND RETAINING EMPLOYEES	Assess your readiness to recruit, hire, engage, and keep top-notch employees.
TALENT ACQUISITION AND DEVELOPMENT	Assess your knowledge about the fundamentals of employee orientation, onboarding, performance reviews, and high-potential talent development, a Strategic initiative.
CREATING WORKPLACE PROGRAMS	Assess your readiness to create the most in-demand programs including workplace safety, health and wellness, social responsibility, diversity, and workplace harassment.
BUILDING EFFECTIVE TEAMS	Discover your leadership knowledge and assess your readiness to build high performing teams in an increasingly diverse workforce.
MANAGING EMPLOYEE PERFORMANCE	Assess your knowledge and readiness to manage employee performance delegate appropriately, hold employees accountable, measure performance, provide constructive feedback, and navigate difficult conversations with underperforming employees.
MARKETING IN A DIGITAL WORLD	Assess your knowledge of marketing fundamentals and readiness to tackle the wide variety of marketing strategies open to you in the digital world.
PROFESSIONAL SELLING SKILLS	Assess your readiness to master the fundamental sales skills of prospecting, building relationships, discovering needs, handling objections, negotiating, and asking for the order in a customer-focused way.
CRITICAL THINKING AND PROBLEM SOLVING	Assess your ability to identify problems, use critical and creative thinking to determine effective solutions, and take action to implement the necessary changes.
GETTING ALONG WITH OTHERS IN THE WORKPLACE	Assess your knowledge about teamwork, collaboration, and your ability to handle workplace challenges and opportunities with skill.
PRODUCTIVITY AND EFFECTIVENESS	Assess your soft skills knowledge about the principles of time management, personal productivity, goal setting, prioritization, and stress management.



SKILLED MATRIX
VALID.RELIABLE.SECURE

A Skilled Now solution

Visit the Skilled Matrix website for complete details
www.skilledmatrix.com/skills-wizard

