

## Handout 5: Skills Inventory Example

A Skills Inventory helps you to take stock of the skills that already exist in your kitchen. Knowing this is important for designing your training. You won't know until you ask!

### Computer Skills Inventory

Instructions: Rate how comfortable you feel doing the following tasks.

Tasks	Scale of Comfort: Circle one for each prompt				
1. Use a mouse to open and navigate programs by clicking buttons, menus, etc.	<i>Very comfortable</i>	<i>Comfortable</i>	<i>Uncomfortable</i>	<i>Very Uncomfortable</i>	<i>I never do this</i>
2. Send and receive and email with an attachment.	<i>Very comfortable</i>	<i>Comfortable</i>	<i>Uncomfortable</i>	<i>Very Uncomfortable</i>	<i>I never do this</i>
3. Search for information on the internet.	<i>Very comfortable</i>	<i>Comfortable</i>	<i>Uncomfortable</i>	<i>Very Uncomfortable</i>	<i>I never do this</i>
4. Create documents using software such as Microsoft Word or Excel.	<i>Very comfortable</i>	<i>Comfortable</i>	<i>Uncomfortable</i>	<i>Very Uncomfortable</i>	<i>I never do this</i>
5. Assist co-workers with computer issues or problems.	<i>Very comfortable</i>	<i>Comfortable</i>	<i>Uncomfortable</i>	<i>Very Uncomfortable</i>	<i>I never do this</i>
6. Save or Open files on a removable drive (a flash drive or CD-R for example)	<i>Very comfortable</i>	<i>Comfortable</i>	<i>Uncomfortable</i>	<i>Very Uncomfortable</i>	<i>I never do this</i>

Are there any comments or concerns about your computer experience that you would like to share?