

Knowledge, Abilities, Skills, Attributes

What makes great team members great is their deep understanding and acceptance that no one does everything well and no one has to. They see strengths as something to be leveraged and gaps as something to be filled. There is no single knowledge point, ability or skill better than another and no lack of one that is worse. People are not put on pedestals for the knowledge, abilities, or skills they possess nor begrudged for what they lack. Great team members embrace that it is the collective knowledge, abilities, skills, and attributes of the entire team that moves the business towards success, not the individual parts.

Instructions:

Step 1: Brainstorm as many current knowledge points, abilities, skills and attributes you currently possess. **NOTE:** Although this activity can be used in a broader sense, for this purpose you want to keep a narrow focus towards your specific position on the team.

Step 2: Either print this table and fill it out or save the file to your desktop and complete directly in the spaces provided. File→ Save As→K.A.S Table→ Save

Step 3: Go back and rank yourself using the scale 1-10 with 1 being poor and 10 being excellent for each K.A.S. If you are wavering, err on the side of a lower ranking.

Step 4: As in the previous activity, anything 9 and higher is a strength and you should celebrate. Go ahead, we'll wait! ☺ Now add these to the Strengths box on your PDP. Any item you ranked an 8 or fewer, list under Gaps.

Remember:

- Knowledge points are defined as the theoretical and/or practical understanding of a subject that is acquired through academics, experience, and training.
- Abilities are innate or natural talents one can tap into to perform.
- Skills are learned behaviors one uses to perform.
- Attributes are the traits and characteristics a person possess, often their values, ethics, and morals that make them uniquely prepared for any situation.

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