

# Literacy Partners of Manitoba Skills and Talent Inventory/Checklist

Please take a few moments to review the following list. Check the skills and talents you currently have.

## COMPUTER SKILLS:

|                     |       |                  |       |
|---------------------|-------|------------------|-------|
| Internet            | _____ | Microsoft Office | _____ |
| dBase               | _____ | Access           | _____ |
| Windows             | _____ | Excel            | _____ |
| Microsoft Publisher | _____ | Photoshop        | _____ |

## PUBLIC RELATIONS

|                         |       |                          |       |
|-------------------------|-------|--------------------------|-------|
| Write Copy for Posters  | _____ | Design Posters/Brochures | _____ |
| Organize Displays       | _____ | Organize Fundraisers     | _____ |
| Organize Special Events | _____ | Recruit Volunteers       | _____ |
| MC a Special Event      | _____ | Be our costumed Mascot   | _____ |

What are your **top three reasons** for volunteering with Literacy Partners of Manitoba?

(Number 1 = most important).

The opportunity to:

|                        |       |                            |       |
|------------------------|-------|----------------------------|-------|
| Use existing skills    | _____ | Develop new skills         | _____ |
| Be part of a team      | _____ | Explore career options     | _____ |
| Obtain work experience | _____ | Socialize/meet new people  | _____ |
| Network for contacts   | _____ | Support the literacy cause | _____ |
| Help people/community  | _____ | School/university credit   | _____ |

Other comments:

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Thank you!