

## The Leadership Institute - Women with Purpose, Inc. Skill Set Matrix

*In this document you will find the skills that match up with what you will learn by using our existing curriculum and services.*

### KEY:

- X** This skill is applicable to this resource or topic
- O** The user has no knowledge on this topic
- B** The user has a beginner level of knowledge on this topic
- I** The user has an intermediate level of knowledge on this topic
- A** The user has advanced knowledge on this topic



**EFFECTIVE MEETINGS**

	Effective Meetings	Managing Meeting Mishaps- Module 1	Managing Meeting Mishaps- Module 2	Managing Meeting Mishaps- Module 3	Managing Meeting Mishaps- Module 4	Effective Meetings Online Course- Module 1	Effective Meetings Online Course- Module 2	Effective Meetings Online Course- Module 3	Effective Meetings Online Course- Module 4	Online Feature Recommended Resources
Skill↓ Topic→										
Analyzing group needs	X		B	B	B					X
Analyzing personal needs	X				B					X
Appreciating diversity										
Balancing life and work										
Bringing out the best in others	X		○	○	○					X
Building character										
Building relationships	X		B	B	B					X
Building sisterhood/ brotherhood										
Career search										
Civic engagement										
Conflict resolution	X		B	B	B					X
Dealing with difficult people	X		○	○	○					X
Decision making					I					X
Etiquette	X		I	I	I					X
Facilitation skills					I					X
Financial management										
Group communication	X		B	B	B					X
Handling frustration	X		B	B	B					X
Handling pressure	X		B	B	B					X
Individual communication										
Internet privacy safety										
Managing change	X		I	I	I					X
Mental health										
Motivation	X		I	I	I					X
Negotiation	X		I	I	I					X
Organization	X		B	B	B					X
Organizational awareness	X		I	I	I					X
Organizational values	X		I	I	I					X
Parliamentary Procedure	X	I	B	B	B	B	B	B	B	X
Physical health										
Presentation skills	X	B	I	I	I	○	B	B	B	X
Risk reduction										
Self awareness	X	B	B	B	B	○	B	B	B	X
Self esteem										
Servant leadership										
Time management	X	B	B	B	B	○	B	B	B	X

**FACILITATION SKILLS**

Skill↓ Topic→	Facilitation Skills	A+ Facilitation- Module 1	A+ Facilitation- Module 2	A+ Facilitation- Module 3	A+ Facilitation- Module 4	A+ Facilitation- Module 5	A+ Facilitation- Module 6	A+ Facilitation- Module 7	Online Resources- Module 8	Online Resources- TBD
Analyzing group needs	X	B	B			I	I	I	B	X
Analyzing personal needs	X					I			B	X
Appreciating diversity	X					I				X
Balancing life and work										
Bringing out the best in others	X						I		B	X
Building character										
Building relationships	X	B	B		B					X
Building sisterhood/ brotherhood										
Career search										
Civic engagement										
Conflict resolution	X					I		B		X
Dealing with difficult people	X					I		I		X
Decision making	X					I	I	B	I	X
Etiquette	X					B	B			
Facilitation skills	X	B	I	I	I	B	B	B	B	X
Financial management										
Group communication	X	B	I		B	B	I	I		X
Handling frustration	X									
Handling pressure	X	B	I			I	B	B		X
Individual communication				I						X
Internet privacy safety										
Managing change	X					I				X
Mental health										
Motivation										
Negotiation	X							B		X
Organization								I	B	X
Organizational awareness	X	B				I				
Organizational values	X									
Parliamentary Procedure										
Physical health										
Presentation skills	X	B	I	I		I			I	X
Risk reduction								B		X
Self awareness	X			B	B	I			B	
Self esteem								B		X
Servant leadership										
Time management	X	B	B	B	B	I	B	B	B	X

**VALUES BASED DECISION MAKING**

Skill↓ Topic→	Values Based Decision Making	Gut Check Moments- Module 1	Gut Check Moments- Module 2	Gut Check Moments- Module 3	Snip-Its- Moral Compass	Snip-Its- Check Point	Snip-Its- Examine	Advising with Purpose- Right on Target	Advising with Purpose- Module 1	Advising with Purpose- Module 2	Advising with Purpose- Module 3	Online Feature Recommended Resources	
Analyzing group needs	X				B		B	B	I	I	I	A	X
Analyzing personal needs	X	O	O			B	B	B	B	B		I	X
Appreciating diversity	X						B						X
Balancing life and work	X	O				B							X
Bringing out the best in others	X	O	O	O			B						X
Building character	X	O	O	O		B	B	B	B			I	X
Building relationships	X		O	O									X
Building sisterhood/ brotherhood	X			O			B		B				X
Career search													
Civic engagement													
Conflict resolution	X		O	O					B				X
Dealing with difficult people							B	B					
Decision making	X	O	B	B	B				B			I	X
Etiquette													
Facilitation skills	X						I	I	I				X
Financial management													
Group communication	X						B						X
Handling frustration	X	O	B	B									X
Handling pressure	X	O	B	B	B								X
Individual communication													
Internet privacy safety													
Managing change													
Mental health													
Motivation	X	O	O	O									X
Negotiation													
Organization													
Organizational awareness	X	O	B	I			B	B	I	B	I	A	X
Organizational values	X		I	A			I	B	I	B	I	A	X
Parliamentary Procedure													
Physical health													
Presentation skills													
Risk reduction									B				
Self awareness	X	O	B	B	B							I	X
Self esteem	X	O	B	B									X
Servant leadership	X						B						X
Time management	X					B	B	B	B				X



**COACHING**

Skill↓ Topic→	Coaching and Mentoring	Creating a Coaching Culture- Module 1	Creating a Coaching Culture- Module 2	Creating a Coaching Culture- Module 3	Creating a Coaching Culture- Module 4	Online Resources-TBD
Analyzing group needs	X	○	B	B	I	X
Analyzing personal needs	X		B	B	I	X
Appreciating diversity	X	○			I	X
Balancing life and work	X					
Bringing out the best in others	X	○			I	X
Building character	X	○			I	X
Building relationships	X	○			I	X
Building sisterhood/ brotherhood	X					
Career search						
Civic engagement						
Conflict resolution	X				B	X
Dealing with difficult people	X	○			I	X
Decision making	X				B	X
Etiquette						
Facilitation skills	X				B	X
Financial management						
Group communication	X			I	A	X
Handling frustration						
Handling pressure						
Individual communication	X			B	I	X
Internet privacy safety						
Managing change			B		B	X
Mental health	X			○	B	X
Motivation	X			B		X
Negotiation	X			B		
Organization						
Organizational awareness	X		B	B	I	X
Organizational values	X		B	B	A	X
Parilmentary Procedure						
Physical health						
Presentation skills						
Risk reduction						
Self awareness						
Self esteem						
Servant leadership						
Time management						

**LIFE BALANCE**

Skill↓ Topic→	The Art of Balance- Life Balance	The Art of Balance- Module 1	The Art of Balance- Module 2	The Art of Balance- Module 3	The Art of Balance- Module 4	The Art of Balance- Module 5	The Art of Balance- Module 6	Online Feature	Recommended Resources	
Analyzing group needs										
Analyzing personal needs	X	B	B	I	I			I	X	
Appreciating diversity										
Balancing life and work	X	O					I	I	I	X
Bringing out the best in others										
Building character	X	B							X	
Building relationships										
Building sisterhood/ brotherhood										
Career search										
Civic engagement										
Conflict resolution										
Dealing with difficult people										
Decision making	X	B	B	I	I	I			X	
Etiquette										
Facilitation skills										
Financial management										
Group communication										
Handling frustration	X	O					B		X	
Handling pressure	X	B					I		X	
Individual communication	X	I	I	I	I		I	I	X	
Internet privacy safety										
Managing change	X	B						I	X	
Mental health	X	B						I	X	
Motivation	X	B						I	X	
Negotiation	X	B						I	X	
Organization										
Organizational awareness										
Organizational values										
Parilmentary Procedure										
Physical health	X	B							X	
Presentation skills										
Risk reduction										
Self awareness	X	B	B	I	I		A	I	X	
Self esteem	X	B							X	
Servant leadership										
Time management	X	B	B		I		A	I	X	

**RESOURCE OF THE MONTH**

Skill ↓ Topic → Resource of the Month	Self-Esteem	Mental Health	Women's Empowerment	Managing Conflict	Motivation	Diversity	Wellness	Civic Engagement	Change Management	Coaching and Mentoring	Domestic Violence	Internet Privacy Safety	Financial Management	Community Service	Etiquette	Spirituality	Career Search
Analyzing group needs	X			X	X	X	X		X	X	X		X		X		
Analyzing personal needs	X	X	X	X	X	X		X		X	X		X	X	X	X	X
Appreciating diversity	X	X	X	X	X		X		X	X	X				X		
Balancing life and work	X	X	X			X		X	X	X	X			X	X		
Bringing out the best in others	X	X	X	X	X	X	X	X	X	X	X			X	X		
Building character	X		X	X			X	X	X	X	X	X	X	X	X	X	X
Building relationships	X		X		X		X		X	X	X	X			X		X
Building sisterhood/ brotherhood	X			X	X		X			X	X	X					
Career search	X												X	X		X	X
Civic engagement	X			X			X								X		
Conflict resolution	X	X	X		X	X	X			X	X	X					
Dealing with difficult people	X	X	X	X	X					X	X					X	X
Decision making	X		X	X	X	X	X	X	X	X	X	X	X	X		X	X
Etiquette	X						X		X	X						X	X
Facilitation skills	X										X						
Financial management	X													X			X
Group communication	X	X	X		X	X	X		X	X	X						
Handling frustration	X		X	X	X	X				X							
Handling pressure	X		X	X	X	X		X		X	X	X		X			X
Individual communication	X		X		X					X	X	X					X
Internet privacy safety	X			X								X	X				
Managing change	X		X		X	X	X			X	X			X			
Mental health	X	X	X	X	X			X			X	X		X			
Motivation	X	X	X		X	X		X	X		X			X	X		
Negotiation	X				X	X				X	X			X			X
Organization	X									X	X						
Organizational awareness	X				X				X	X	X				X		
Organizational values	X				X				X	X	X		X		X		
Parilmentary Procedure	X																
Physical health	X	X	X	X		X		X				X					
Presentation skills	X									X	X					X	X
Risk reduction	X		X	X				X	X		X	X	X				
Self awareness	X	X	X	X	X	X					X	X	X	X	X	X	X
Self esteem	X	X	X	X	X			X			X	X	X				X
Servant leadership	X			X	X	X			X	X	X				X		
Time management	X		X	X				X		X	X			X			X