

Job Roles Worksheet

Business Type/Name:	Airline
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	Role 1	Role 2	Role 3	Role 4
	Pilot	Flight Attendant	Mechanical Engineer	Book-in Agent

PEOPLE SKILLS				
Sensitivity to others				
Insight into others				
Openness				
Respect				
Speaking				
Active listening				
Conversation				
Persuasion				
Team membership				
Team participation				
Leadership				
TASK SKILLS				
Planning				
Time management				
Practical skills				
Computer skills				
Problem solving				
Business awareness				
Customer focus				
PERSONAL SKILLS				
Learning skills				
Adaptability				
Goal setting				
Initiative				
Independence				
Achievement motivation				
Dependability				
Professionalism				

Job Roles Worksheet

Business Type/Name:	Band
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	Role 1	Role 2	Role 3	Role 4
	Keyboard Player	Song Writer	Tour Manager	Sound Engineer

PEOPLE SKILLS				
Sensitivity to others				
Insight into others				
Openness				
Respect				
Speaking				
Active listening				
Conversation				
Persuasion				
Team membership				
Team participation				
Leadership				
TASK SKILLS				
Planning				
Time management				
Practical skills				
Computer skills				
Problem solving				
Business awareness				
Customer focus				
PERSONAL SKILLS				
Learning skills				
Adaptability				
Goal setting				
Initiative				
Independence				
Achievement motivation				
Dependability				
Professionalism				

Job Roles Worksheet

Business Type/Name:	Construction Company
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	Role 1	Role 2	Role 3	Role 4
	Architect	Site Foreman	Carpenter	Accountant

PEOPLE SKILLS

Sensitivity to others				
Insight into others				
Openness				
Respect				
Speaking				
Active listening				
Conversation				
Persuasion				
Team membership				
Team participation				
Leadership				

TASK SKILLS

Planning				
Time management				
Practical skills				
Computer skills				
Problem solving				
Business awareness				
Customer focus				

PERSONAL SKILLS

Learning skills				
Adaptability				
Goal setting				
Initiative				
Independence				
Achievement motivation				
Dependability				
Professionalism				

Job Roles Worksheet

Business Type/Name:	Football Team
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	Role 1	Role 2	Role 3	Role 4
	Coach	Physio-therapist	Manager	Player

PEOPLE SKILLS				
Sensitivity to others				
Insight into others				
Openness				
Respect				
Speaking				
Active listening				
Conversation				
Persuasion				
Team membership				
Team participation				
Leadership				
TASK SKILLS				
Planning				
Time management				
Practical skills				
Computer skills				
Problem solving				
Business awareness				
Customer focus				
PERSONAL SKILLS				
Learning skills				
Adaptability				
Goal setting				
Initiative				
Independence				
Achievement motivation				
Dependability				
Professionalism				

Job Roles Worksheet

Business Type/Name:	Hairdresser Salon
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	Role 1	Role 2	Role 3	Role 4
	Trainee hairdresser	Senior stylist	Salon receptionist	Beauty Therapist

PEOPLE SKILLS				
Sensitivity to others				
Insight into others				
Openness				
Respect				
Speaking				
Active listening				
Conversation				
Persuasion				
Team membership				
Team participation				
Leadership				
TASK SKILLS				
Planning				
Time management				
Practical skills				
Computer skills				
Problem solving				
Business awareness				
Customer focus				
PERSONAL SKILLS				
Learning skills				
Adaptability				
Goal setting				
Initiative				
Independence				
Achievement motivation				
Dependability				
Professionalism				

Job Roles Worksheet

Business Type/Name:	Hospital
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	Role 1	Role 2	Role 3	Role 4
	Surgeon	Nurse	Pharmacist	Administrator

PEOPLE SKILLS				
Sensitivity to others				
Insight into others				
Openness				
Respect				
Speaking				
Active listening				
Conversation				
Persuasion				
Team membership				
Team participation				
Leadership				
TASK SKILLS				
Planning				
Time management				
Practical skills				
Computer skills				
Problem solving				
Business awareness				
Customer focus				
PERSONAL SKILLS				
Learning skills				
Adaptability				
Goal setting				
Initiative				
Independence				
Achievement motivation				
Dependability				
Professionalism				

Job Roles Worksheet

Business Type/Name:	Hotel
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	Role 1	Role 2	Role 3	Role 4
	Receptionist	Bar Manager	Marketing Manager	Conference Manager

PEOPLE SKILLS				
Sensitivity to others				
Insight into others				
Openness				
Respect				
Speaking				
Active listening				
Conversation				
Persuasion				
Team membership				
Team participation				
Leadership				
TASK SKILLS				
Planning				
Time management				
Practical skills				
Computer skills				
Problem solving				
Business awareness				
Customer focus				
PERSONAL SKILLS				
Learning skills				
Adaptability				
Goal setting				
Initiative				
Independence				
Achievement motivation				
Dependability				
Professionalism				

Job Roles Worksheet

Business Type/Name:	Restaurant
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	Role 1	Role 2	Role 3	Role 4
	Head Chef	Restaurant manager	Waiter	Commis Chef

PEOPLE SKILLS				
Sensitivity to others				
Insight into others				
Openness				
Respect				
Speaking				
Active listening				
Conversation				
Persuasion				
Team membership				
Team participation				
Leadership				
TASK SKILLS				
Planning				
Time management				
Practical skills				
Computer skills				
Problem solving				
Business awareness				
Customer focus				
PERSONAL SKILLS				
Learning skills				
Adaptability				
Goal setting				
Initiative				
Independence				
Achievement motivation				
Dependability				
Professionalism				

Job Roles Worksheet

Business Type/Name:	Secondary School
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	Role 1	Role 2	Role 3	Role 4
	Principal	Secretary	English Teacher	Guidance Counsellor

PEOPLE SKILLS				
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Sensitivity to others				
Insight into others				
Openness				
Respect				
Speaking				
Active listening				
Conversation				
Persuasion				
Team membership				
Team participation				
Leadership				

TASK SKILLS				
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Planning				
Time management				
Practical skills				
Computer skills				
Problem solving				
Business awareness				
Customer focus				

PERSONAL SKILLS				
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Learning skills				
Adaptability				
Goal setting				
Initiative				
Independence				
Achievement motivation				
Dependability				
Professionalism				

Job Roles Worksheet

Business Type/Name:	Supermarket
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	Role 1	Role 2	Role 3	Role 4
	Department manager	Warehouse assistant	Till Operator	Marketing manager

PEOPLE SKILLS				
Sensitivity to others				
Insight into others				
Openness				
Respect				
Speaking				
Active listening				
Conversation				
Persuasion				
Team membership				
Team participation				
Leadership				
TASK SKILLS				
Planning				
Time management				
Practical skills				
Computer skills				
Problem solving				
Business awareness				
Customer focus				
PERSONAL SKILLS				
Learning skills				
Adaptability				
Goal setting				
Initiative				
Independence				
Achievement motivation				
Dependability				
Professionalism				