



NEIGHBORHOOD
INSTITUTE

Spring 2008

January 22 – April 15, 2008

Capacity Inventory

Step 1 to Asset Based Community Development

What are your assets and capacities and skills?

Part I – Skills Information

We are interested in all your skills and abilities. They may have been learned through experience in the home or with your family. They may be skills you've learned at church or in the community. They may also be skills you have learned on the job.

Health

- Caring for the Elderly
 - Caring for the Mentally Ill
 - Caring for the Sick
 - Caring for the Physically Disabled or
 - Developmentally Disabled
-
- If you answered YES to any of the above,
 - what kind of care did you provide-?
-
- Bathing
 - Feeding
 - Preparing Special Diets
 - Exercising
 - Grooming
 - Dressing
 - Making the Person Feel at Ease

Office

- Typing
- Operating Adding Machine/Calculator
- Filing Alphabetically
- Taking Phone Messages
- Writing Business Letters (not typing)
- Receiving Phone Orders
- Operation Switchboard
- Keeping Track of Supplies
- Shorthand or Speedwriting
- Bookkeeping
- Entering Information into Computer



- ❑ Word Processing

Construction and Repair

- ❑ Painting
- ❑ Porch Construction or Repair
- ❑ Tearing Down Building
- ❑ Knocking Out Walls
- ❑ Wall Papering
- ❑ Furniture Repairs
- ❑ Repairing Locks
- ❑ Building Garages
- ❑ Bathroom Modernization
- ❑ Building room Additions
- ❑ Tile Work
- ❑ Installing Drywall & Taping
- ❑ Plumbing Repairs
- ❑ Electrical Repairs
- ❑ Bricklaying & Masonry

Maintenance

- ❑ Window Washing
- ❑ Floor Waxing or Mopping
- ❑ Washing and Cleaning Carpets/Rugs
- ❑ Routing Clogged Drains
- ❑ Using a Hand truck in a Business
- ❑ Caulking
- ❑ General Household cleaning
- ❑ Fixing Leaky Faucets
- ❑ Mowing Lawns
- ❑ Planting & Caring for Gardens
- ❑ Pruning Trees & Shrubbery
- ❑ Cleaning/Maintaining Swimming Pools
- ❑ Floor Sanding or Stripping
- ❑ Wood Stripping/Refinishing



Food

- Catering
- Serving Food to Large Numbers of People
- (over 10)
- Preparing Meals for Large Numbers of People
- (over 10)
- Clearing/Setting Tables for Large Numbers of People
- (over 10)
- Washing Dishes for Large Numbers of People
- (over 10)
- Operating Commercial Food Preparation Equipment
- Bartending
- Meat cutting
- Baking

Child Care

- Caring for Babies
- Caring for Children (3 to 6)
- Caring for Children (7 to 13)
- Taking Children on Field Trips

Transportation

- Driving a Car
- Driving a Van
- Driving a Bus
- Driving a Taxi
- Driving a Tractor Trailer
- Driving a Commercial Truck
- Driving a Vehicle/Delivering Goods
- Hauling
- Operating Farm Equipment
- Driving an Ambulance

Operating Equipment & Repairing Machinery

- Repairing Radios, TVs, VCRs, Tape Recorders
- Repairing Other Small Appliances
- Repairing Automobiles
- Repairing Trucks/Buses
- Repairing Auto/Truck/Bus Bodies
- Using a Forklift
- Repairing Large Household Equipment



- Repairing Heating & Air Conditioning System
- Operating a Dump Truck
- Fixing Washers/Dryers
- Repairing Elevators
- Operating a Crane
- Assembling Items

Supervision

- Writing Reports
- Filling our Forms
- Planning Work for Other People
- Directing the Work of Other People
- Making a Budget
- Keeping Records of all Your Activities
- Interviewing People

Sales

- Operating a Cash Register
- Selling Product Wholesale or for Manufacturer
- Selling Products Retail
- Selling Services
- How have you sold these products or service?
- Door to Door
- Phone/Mail
- Store
- Home

Art/Music

- Singing
- Play an Instrument_____
- Acting
- Artistic Talent
 - Painting
 - Drawing/Sketching
 - Other Media_____

Security

- Guarding Residential Property
- Guarding Commercial Property
- Guarding Industrial Property
- Armed Guard



- Crowd Control
- Ushering at Major Events
- Installing Alarms or Security Systems
- Repairing Alarms or Security Systems
- Firefighting
- Block Watch Organization

Other

- Upholstering
- Sewing
- Dressmaking
- Crocheting
- Knitting
- Tailoring
- Moving Furniture or Equipment or Different Locations
- Managing Property
- Assisting in the Classroom
- Hair Styling
- Phone Surveys
- Jewelry or Watch Repair

Are there any other skills that you have which we haven't mentioned?

Priority Skills

1. When you think about your skills, what three things do you think you do best?
 - a)
 - b)
 - c)

2. Which of all your skills are good enough that other people would hire you to do them?
 - a)
 - b)
 - c)



3. Are there any skills you would like to teach?
 - a)
 - b)
 - c)
4. What skills would you most like to learn?
 - a)
 - b)
 - c)

Part II Community Skills

Have you ever organized or participated in any of the following community activities (Please check mark if yes)

- Boy Scouts/Girl Scouts
- Church Fundraisers
- Bingo
- School-Parent Associations
- Sports Teams
- Camp Trips for Kids
- Field Trips
- Political Campaign
- Block clubs
- Community Groups Rummage Sales/Yard Sales
- Church Suppers
- Community Gardens
- Neighborhood Organization
- Other Groups or Community Work?

Part III – Personal Information

Name

Address Phone

Age an age range is ok

Thank you very much for your time!